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REGULAR MEETING

WEDNESDAY, MARCH 4, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVE, ROOM 410
SAN FRANCISCO, CA. 94102

MEMBERS: Supervisors Mabel Teng, Barbara Kaufman, Gavin Newsom

CLERK: Joni Blanchard

[illegible]

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REGULAR CALENDAR

1. File 98-0001. [BART/Airport Development and Easement Agreements] Resolution approving the Airport Project Development Agreement and Easement Agreement for West Bayshore, each of which is by and between the City & County of San Francisco, acting by and through its Airport Commission, and Bay Area Rapid Transit System (BART). (Consideration continued from 1/21/98)

ACTION:

2. File 98-0246. [BART/Airport/State Joint Use Agreement] Resolution approving the Joint Use and Maintenance Agreement for that portion of the BART San Francisco Airport extension within the State of California Highway right of way which is by and between City & County of San Francisco, acting by and through its Airport Commission, BART, and the State of California; also see Files 27-96-13, 27-96-13.1, 98-0001. (Airport Commission)

ACTION:

3. File 98-0182. [UCSF Land Donation, CEQA Findings] Resolution adopting environmental findings (and statement of overriding considerations) pursuant to the California Environmental Quality Act and state guidelines in connection with certain documents relating to the conveyance of land to the Regents of the University of California to be developed for university purposes; see Files 98-0183 and 98-0184. (Supervisor Yaki)

ACTION:

- *4. File 98-0183. [UCSF Property Donation Conveyance] Resolution approving and authorizing the conveyance, for no consideration, to the Regents of the University of California, of approximately 1.34 acres of present and former street areas at 16th and 6th Streets to be developed for university purposes; adopting findings that the conveyance is consistent with the City's General Plan and eight priority policies of Planning Code Section 101.1; and ratifying prior acts; companion to Files 98-0182 & 98-0184. (Supervisor Yaki)

ACTION:

- *5. File 98-0184. [UCSF Donation, Public Trust Agreement] Resolution finding and determining that the conveyance to the Regents of the University of California of certain real property located near Sixth and 16th Streets is authorized by and consistent with the provisions of Chapter 1143 of the Statutes of 1991, as amended; approving an agreement; and ratifying past acts; companion to Files 98-0182 and 98-0183. (Supervisor Yaki)

ACTION:

***NOTE:** Items 4 and 5 above, File Nos. 98-0183 and 98-0184, pursuant to 15 California Code of Regulations, Section 15168(e), are considered to be within the scope of the Long Range Development Plan approved earlier by the Regents of the University of California. It is suggested that the Program-level Final Environmental Impact Report prepared for the Long Range Development Plan adequately describes the items for purposes of the California Environmental Quality Act. (See, also, Board of Supervisors File No. 98-0182).

6. File 98-0110. [Hotel Tax Exemption] Ordinance amending Municipal Code Section 506 to raise the rent levels that qualify for exemption from the (transient occupancy) tax. (Supervisor Kaufman)

ACTION:

7. File 65-97-14. [Lease of Property] Resolution authorizing a 40-year lease of Public Utilities Commission land between the City and County of San Francisco and Artichoke Joes, in the City of San Bruno, San Mateo County. (Public Utilities Commission)
(Consideration continued from 12/10/97)

ACTION:

8. File 98-0204. [Acquisition of Property, Bayview District] Resolution authorizing acquisition of real property located in the Bayview District identified as Assessor's Block No. 5328, Lot Nos. 5 thru 9 and 17 thru 23 for \$234,375 from the Sharman Living Trust for open space purposes and adopting findings pursuant to Planning Code Section 101.1. (Real Estate Department)

ACTION:

9. File 98-0254. [Appropriation, Sheriff's Department] Ordinance appropriating \$208,400, Sheriff's Department, from the General Fund Reserve for overtime and professional services to continue the Resolve to Stop the Violence Program (RSVP), for FY 1997-98; companion measure to File 98-0255 RO #97207. (Supervisor Katz)

ACTION:

10. File 98-0255. [Appropriation, Sheriff's Department] Ordinance appropriating \$275,240, Sheriff's Department, from the General Fund Reserves and Jail Overcrowding Fine Fund for the Resolve to Stop the Violence Project (RSVP), mentor court, and community residential treatment beds for FY 1997-98, reserving \$55,240 pending receipt of Jail Overcrowding Fine Funds; companion to File 98-0254. RO 397205. (Mayor Willie L. Brown, Jr.)

ACTION:

11. File 98-0256. [Appropriation, Board of Supervisors] Ordinance appropriating and rescinding \$103,779, Board of Supervisors, from Board of Supervisors salaries for training, professional services, equipment maintenance and equipment, for fiscal year 1997-98. RO #97206. (Mayor Willie L. Brown, Jr.)

ACTION:

12. File 98-0243. [Appropriation, District Attorney] Ordinance appropriating \$292,932, District Attorney, of public protection grant funds to purchase new computer equipment, office furniture, automobiles, law books, and for facility maintenance for fiscal year 1997-98. RO #97196. (Controller)

ACTION:

13. File 98-0244. [Appropriation, Mayor's Office] Ordinance appropriating \$114,363, Mayor's Office of Citizens' Option for Public Safety (COPS) Program Revenue to fund the acquisition, installation and expansion of Video Surveillance Systems Program on MUNI vehicles for fiscal year 1997-98. RO #97190. (Controller)

ACTION:

14. File 98-0245. [Lease Renewal, S.F. Convention/Visitors Bureau] Resolution authorizing and approving a negotiated lease with the San Francisco Convention and Visitors Bureau, without competitive bidding, for space in the Benjamin H. Swig Pavillion, Hallidie Plaza. (Real Estate Dept.)

ACTION:

15. File 98-0140. [Appropriation, Dept. of Public Health] Ordinance appropriating \$1,500,000, Dept. of Public Health-Community Health Service, from Community Health Service Tobacco Settlement Revenue, to fund for health education, promotion and enforcement programs to discourage smoking among minors, and for the creation of two (2) new positions for FY 1997-98; companion to File 98-0141. (Mayor Willie L. Brown, Jr.)
(Consideration continued from 2/4/98)

ACTION:

16. File 98-0141. [Annual Salary Ordinance, Dept. of Public Health] Ordinance amending Annual Salary Ordinance No. 307-97 reflecting the creation of two new positions in the Department of Health, Community Health Service; companion to File 98-0140. (Mayor Willie L. Brown Jr.)
(Consideration continued from 2/4/98)

ACTION:

17. File 101-97-24. [Fire Department Overtime] Hearing to consider why the Fire Department has expended its entire fiscal year 1997-98 budget for overtime, what steps are being taken to curb abuses of overtime and disability pay and supplemental appropriation to allow the Fire Department to continue to pay firefighters through the end of the fiscal year. (Supervisors Kaufman)
(Consideration continued from 1/7/98)

ACTION:

LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution is introduced which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction.

File 98-0259. [Public Pay Telephone Revenues] Ordinance amending Public Works Code Section 957 to increase the amount of revenues from pay telephones on public sidewalks paid to the City and County of San Francisco. (Supervisor Newsom), 30 Day Rule expires 3/19/98.

Watch future calendars for matters.

Finance Committee
S.F. Board of Supervisors
401 Van Ness Ave., Room 308
San Francisco, CA 94102

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

February 27, 1998

TO: Finance Committee
FROM: Budget Analyst *Recommendations for meeting*
SUBJECT: March 4, 1998 Finance Committee Meeting

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Items 1 and 2 – Files 98-1 and 98-246

Note: File 98-1 was continued by the Finance Committee at its meeting of January 21, 1998.

Department: Airport

Items: File 98-1: Resolution approving the On Airport Project Development Agreement and the Easement Agreement for West of Bayshore, each of which is by and between the City and County of San Francisco, acting by and through its Airport Commission and the Bay Area Rapid Transit System (BART).

File 98-246: Resolution approving the Joint Use and Maintenance Agreement between the City and County of San Francisco, acting by and through its Airport Commission, with BART and the State of California, for that portion of the BART San Francisco Airport Extension within the State of California Highway Right of Way.

Description: The proposed resolution (File 98-1) would approve (a) an On-Airport Project Development Agreement and (b) an Easement Agreement for West of Bayshore at the San Francisco International Airport (SFIA). The

Development Agreement sets forth the respective obligations of the Airport and BART regarding the design and construction of the On-Airport BART fixed facilities, the installation of the On-Airport BART operating systems and provides for the development, construction and financing specifics for the On-Airport BART Project. The Easement Agreement provides for the granting of two non-exclusive easements over Airport property known as the "West of Bayshore" to BART for the construction and operation of BART's transit guideway.

The other proposed resolution (File 98-246) would approve a Joint Use and Maintenance Agreement between the Airport, BART and the State regarding the respective use and maintenance obligations of the Airport and BART for BART's aerial crossing into the Airport, which would cross over the State's right-of-way on Route 101 and near Route I-380. Specifically, this resolution would govern the rights of BART to occupy and maintain the BART facilities within Highway 101 right-of-way.

On June 4, 1994, San Francisco voters approved Proposition I, a policy supporting the extension of the Bay Area Rapid Transit (BART) System to the San Francisco International Airport Terminal and directing the Airport Commission and other San Francisco officers and agencies to take all actions necessary to implement this BART transit service. The BART Extension Project to the Airport will total 8.2 miles, including (a) a north-south mainline extension of 7.4 miles from the Colma BART Station to a BART/CalTrain Station in Millbrae, south of the Airport and (b) a BART-SFIA Airport Extension Project of a 0.8 mile east-west aerial stub, perpendicular to the CalTrain/BART mainline, which will terminate at the departure level of the new International Terminal at SFIA. That portion of the BART aerial stub from the mainline tracks to the western edge of Highway 101 will be constructed on property owned by the Airport and is referred to as the BART West of Bayshore Project for which the Airport will grant certain easements to BART, which is included in the proposed resolution. In addition, that

portion of the BART Airport Extension Project which consists of an east-west aerial guideway from the western edge of Highway 101 connecting to a combined Airport Rail Transit System (ART) and BART aerial structure and terminating in the new International Terminal in the Airport is referred to as the On-Airport Project, and is included in the proposed resolution.

In November of 1996, the Board of Supervisors adopted findings pursuant to the California Environmental Quality Act (CEQA) in connection with the BART Extension to the Airport Project and approved a Project Agreement between BART and the City regarding this BART Extension to the Airport Project. This previously approved Project Agreement provides for a contribution of up to \$200 million of Airport funds, through Airport Revenue Bonds, to the Project. Of the \$200 million, \$113 million is budgeted for Airport Interrelated Activities, which will fund the construction of BART fixed facilities on the Airport's property in conjunction with the Airport's master plan construction projects. Such Airport Interrelated Activities include the (1) BART Freeway Overpasses; (2) the combined BART/ART (Airport Rail Transit) Guideway; (3) the combined BART/ART Station (Concourse H); (4) the "Link Building" connecting the BART Station to the International Terminal; and (5) the International Terminal Enhancements. The \$87 million balance of the \$200 million is budgeted to be expended by BART under the Federal Project Scope portion of the project for BART Operating Systems, including the communications and ground control systems, the traction power systems and security and special systems. In addition, this previously approved Agreement states that all future operating costs associated with the BART-SFIA Extension are the financial responsibility of BART and any work performed by the Airport, on behalf of BART, for such items as maintenance or janitorial services will be reimbursed by BART.

In April of 1997, the Board of Supervisors approved a Lease Agreement with BART to define the terms and

conditions of the BART and SFIA Project Agreement, including requiring that BART make lease payments of \$2.5 million annually to SFIA for a period of 50 years, in consideration for BART's leasing of Airport property for BART facilities and equipment. The lease commences when the Airport's debt service on the Project begins or July 1, 2001, whichever is later. As part of this lease, the Board of Supervisors approved a resolution authorizing that if BART should fail to make the \$2.5 million annual lease payments to the Airport or fail to make payments to the Airport for any maintenance or operation services performed by the Airport on behalf of BART, the Airport would deduct an equal amount from the Annual Service Payments which the Airport currently pays to the City's General Fund. The Annual Service Payments which the Airport currently pays to the City's General Fund is equal to 15 percent of the Airport's non-aeronautical revenues which are primarily concession revenues. In FY 1996-97, these payments to the City's General Fund totaled approximately \$14.1 million. This amount is net of a gross Annual Service Payment of approximately \$19.0 million less approximately \$4.9 million for repayment of a \$25.0 million advance received by the City from the Airport in FY 1993-94. As part of the lease agreement, the City, in turn would then withhold an equal amount from any payments due from the City to BART. Payments from the City to BART which could be withheld are the costs (currently estimated at \$4.8 million annually) for MUNI FastPass users who ride BART within the City at no additional charge.

Comments:

1. The proposed Development Agreement, which is the subject of File 98-1, would establish the specific terms and conditions for the construction phase of the BART to the Airport Project and provide for issuance of a license prior to the commencement of the Lease Agreement. The proposed Easement Agreement, which is also the subject of this resolution (File 98-1), would grant two non-exclusive easements to BART. According to Ms. Karen Watson of the Airport, many of the provisions in the subject Development and Easement Agreements mirror provisions that were

contained in the previously approved Project Agreement and Lease Agreement, discussed above. Attachment I, prepared by Ms. Watson, identifies the key terms of both the Development Agreement and the Easement Agreement, that are the subject of the proposed resolution under File 98-1.

2. As outlined in Attachment I, BART will be responsible for any construction cost overruns. If BART fails to pay for these cost overruns, the Airport may elect (a) to not proceed with the BART and Airport Interrelated Activities, discussed above, or (b) to deduct costs from the Airport's obligation to pay for BART's Operating System costs.

In addition, although BART is currently projecting that this BART Airport System will be operational by the end of 2001, as outlined in Attachment I, if BART fails to open and operate the Millbrae BART Station and the Airport BART Station by January 1, 2008, the Airport has the right to terminate the subject Development Agreement and the Lease Agreement, as previously approved by the Board of Supervisors, and the Airport's financial obligation to BART ends. BART would then be responsible for reimbursing the Airport for all costs reasonably incurred by the Airport to make the improvements undertaken for BART. Furthermore, if the Agreements are terminated and BART does not operate the Airport BART Station due to BART's default, then BART must either continue making the 50 annual \$2.5 million lease payments until the Airport receives a total reimbursement of \$125 million or BART must pay the Airport the amount required to retire all outstanding debt issued by the Airport for BART.

3. The proposed Easement Agreement under File 98-1 would grant BART two non-exclusive easements for construction of BART guideways, or tracks for operation of the BART trains. One of the easements is for the mainline BART connection between the Millbrae BART Station south of the Airport and the San Bruno BART Station north of the Airport and this easement would extend until BART abandons this

line. The second easement is for the east-west aerial stub that will connect BART to the Airport and this easement would terminate with the end of the BART Lease Agreement. Under the provisions of the Lease and Easement Agreements, BART is not required to pay a separate fee for the proposed easements. However, the Easement Agreement states that if the easement for the east-west stub into the Airport is terminated and the easement for the mainline, which extends from the San Bruno BART Station to Millbrae BART Station, remains in effect, the City has the right to charge BART an easement fee for use of the mainline easement based on the fair market rate, as determined by the Airport using real estate principles, for such easement at the time.

4. The proposed Development Agreement also includes a license for BART's use of certain Airport premises prior to the Lease commencement date. Ms. Watson reports that this license for BART to occupy Airport property, is intended to enable BART to occupy space in the Link Building prior to BART's revenue operation to the Airport, which is when the lease would commence. As previously discussed, the Link Building will connect the BART Station to the International Terminal. According to Ms. Watson, the Link Building is currently under construction and is anticipated to be completed by May of 2000. Ms. Watson further reports that Mr. Keith Grand, the City's Risk Manager has reviewed and approved the proposed license provisions to ensure that the City is adequately protected regarding liability and insurance concerns.

5. The proposed Development Agreement under File 98-1 references a separate Joint Use and Maintenance Agreement, which is the subject of the other resolution under File 98-246. The Joint Use and Maintenance Agreement is basically an encroachment permit by the State Department of Transportation (Caltrans), at no cost to the City or BART, for BART and the Airport to occupy the State right-of-way on Highway 101, for operation and maintenance of the BART overcrossing to the Airport. Under the Development and

Memo to Finance Committee
March 4, 1998 Finance Committee Meeting

Maintenance Agreements, BART is responsible for the operation, maintenance, liability, repair and replacement of the BART facilities. Under the Joint Use and Maintenance Agreement, although not responsible for continuing operations, the City, through the Airport, must assume responsibility for the maintenance, liability, repair and replacement of these facilities, in the event BART defaults on the Agreement. Attachment II, prepared by the Airport, outlines the purpose and the key terms of the proposed Joint Use and Maintenance Agreement.

As shown in Attachment II, (1) BART is responsible for all obligations under the Agreement; (2) to the extent that the Joint Use Agreement imposes duties and obligations which are not included in the Development Agreement and the Lease, then BART shall assume those additional duties and obligations; (3) as such, the State will first look to BART for the performance of all obligations and the payment of all sums due to the State under the Joint Use and Maintenance Agreement; and (4) BART agrees to indemnify the Airport and the City for its obligations under the proposed Joint Use Agreement.

However, as also outlined in Attachment II, if BART defaults on the Agreement or fails to perform its obligations, (1) the Airport assumes the responsibility for maintenance, liability, repair and replacement for the benefit of the State; (2) the Airport will perform the obligations and indemnify the State for its cost of performing those obligations or for payment otherwise due to the State; and (3) the City may deduct the amount of any Airport for BART obligations from the regularly scheduled payments made by the City to BART, namely the costs currently estimated at \$4.8 million annually for MUNI FastPass users who ride BART within the City at no additional charge. In that event, the Airport would first reduce the Annual Service Payment (\$14.1 million in FY 1996-97 as previously noted) to the City's General Fund in an amount equal to the amount paid to the State by the Airport.

6. The full cost of the BART to the Airport Project is expected to be \$1.167 billion, funded from the following sources:

Federal Transit Administration (FTA)	
Full Funding Grant	\$750,000,000
SFIA	200,000,000
State Funding	108,000,000
SamTrans	99,000,000
Metropolitan Transportation Commission	<u>10,000,000</u>
Total	\$1,167,000,000

7. According to Ms. Watson, the subject proposed Development and Easement Agreements under File 98-1 and the Joint Use and Maintenance Agreement under File 98-246 will not result in any new costs or revenues for the Airport or the City. Rather, these Agreements reiterate many of the provisions contained in the Project and Lease Agreements between the City, through the Airport Commission, and BART, as previously approved by the Board of Supervisors. The Development Agreement further specifies the rights and responsibilities of the Airport and BART during the construction of the On-Airport BART Station and prior to the commencement of the lease. The previously approved Lease Agreement commences when the Airport's debt service on the Project begins or on July 1, 2001, whichever is later. The proposed Easement Agreement under File 98-1 would grant two non-exclusive easements to BART for construction and operation of the BART guideway or track system. The proposed Joint Use and Maintenance Agreement under File 98-246 would specify the responsibilities of the Airport and BART concerning the BART overcrossing in the State Highway right-of-way.

Recommendation: Approval of the proposed resolutions are policy matters for the Board of Supervisors.

Development Agreement**Purpose:**

To establish the rights and responsibilities of the Airport and BART during the construction of the on-Airport BART station and prior to the commencement of the Lease.

Key Terms:

- provides for Airport expenditure of up to \$200 million (previously agreed to in the BART/Airport Agreement, dated 10/30/96 and approved by Board)
- Airport to construct the BART station and related fixed facilities in conjunction with the Airport's Master Plan construction (estimated budget of \$113 million)
- BART to install the Operating System for Airport station (estimated budget of \$87 million)
- BART responsible for unfunded overrun costs; if BART fails to pay, Airport may elect not to proceed with fixed facilities work or to credit costs from the Airport's obligation to pay for the Operating System
- BART may not install Operating System on Airport property until construction of Millbrae Station is substantially underway
- To the extent the Lease has not commenced, the License Agreement portion of the Development Agreement grants BART access to Airport property to install and test Operating System
- Similar to the Lease, BART will pay rent of \$2.5 million a year for fifty years, commencing on the date on which the Airport's debt service on the project commences, or July 1, 2001, whichever is later
- Similar to the Lease, the Airport may deduct from the Annual Service Payment to the City an amount equal to any amounts past due for the License Period rent, and maintenance/repair obligations payable by BART under the License, beginning no sooner than July 1, 2001. In turn, BART agrees to the City withholding any payments due to BART from the City in amounts equal to the Airport's deduction from the Annual Service Payment.
- If BART fails to open and operate the Millbrae station and the Airport station by January 1, 2008, the Airport will have the right to terminate the Development, License and Lease Agreements. Airport's financial obligation to BART ends and BART will reimburse the Airport for all costs reasonably incurred by the Airport to make the improvements undertaken for BART useable by the Airport.

- If BART is permanently unable to operate the Airport BART station as a result of BART's default and the Agreements are terminated, then BART must either continue paying the annual rent until the Airport has received an aggregate reimbursement of \$125 million or pay the Airport the amount adequate to retire all outstanding financings issued by the Airport for BART.

Easement

1. **Purpose:** To grant to BART two easements over the Airport's West of Bayshore property: a "wyw-stub" easement and an "mainline" easement. BART will construct on such easements BART guideways for BART train operations.
2. **Effective Period of Easements:** The "wyw-stub" easement terminates concurrently with the termination of the BART Lease; the "mainline" easement terminates upon BART's abandonment.
3. **Easement Fees:** As BART is paying rent under the Lease, BART is not required to pay a fee for the use of the easements.
4. **City Reservations:** City has reserved the right to terminate and/or relocate the easements under certain conditions.
5. **BART Obligations:** BART is required to maintain and repair the easement areas, including the BART guideways, and to assure that the same complies with applicable laws. In particular, BART is required to adhere to strict wildlife and environmental mitigation requirements.
6. **Indemnity and Insurance:** These provisions are similar to those in the BART Lease.
7. **Defaults; Remedies; Dispute Resolution Process:** These provisions are similar to those in the BART Lease.

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JOINT USE AGREEMENT

Purpose:

To establish the rights and responsibilities of the Airport and BART relating to their use and maintenance of the BART overcrossing in the State Highway right of way subsequent to the Airport's construction of the overcrossing and BART's installation of the track and operating systems on the overcrossing, and State's acceptance thereof.

Key Terms:

- Provides that as between the State, Airport and BART; the Airport and BART are jointly and severally responsible for certain specified obligations under the Agreement.
- The Airport and/or BART agree to pay all reasonably necessary costs associated with the future improvement, modification, replacement, removal or relocation of the BART overcrossing to the extent that they may interfere with future changes in the State's facilities and structures. However, as between the Airport and BART, BART is solely responsible for the cost and implementation of such changes to the BART overcrossing.
- As between the Airport and BART, BART is responsible for all obligations under the Agreement and the State will first look to BART for the performance of all obligations and the payment of all sums due to the State under the Agreement.
- BART agrees to indemnify the Airport and City for its obligations under the Agreement.
- To the extent that the Agreement imposes duties and obligations which are not addressed in the Development Agreement and the Lease, then as between BART and the City, BART shall assume those duties and obligations.

Page 2

- Except for operations, the Airport will assume for the benefit of the State the responsibility for maintenance, liability, repair and replacement in the event of a BART default of the Agreement.
- If BART fails to perform its obligations under the Agreement, the Airport shall perform the obligations and will indemnify the State for its cost of performing those obligations or for payment of sums otherwise due the State. In such event, BART would be deemed in default under the Agreement, the BART Development Agreement and the Lease, and the Airport may pursue any and all remedies available to it.
- Similar to the Lease and the Development Agreements, the City may deduct the amount of any Airport for BART's obligations under the Agreement from the regularly scheduled payments made by the City to BART. In that event, the Airport would first deduct from the Annual Service Payment to the City an amount equal to the amount paid to the State by the Airport.
- As provided in the Development Agreement, the Joint Use Agreement must be executed prior to BART executing its On Airport Operating Systems Contracts.

Items 3, 4 and 5 - Files 98-182, 98-183 and 98-184

Departments: Mayor's Office
Port

Items: 98-182: Resolution adopting environmental findings and a statement of overriding considerations pursuant to the California Environmental Quality Act (CEQA) and State Guidelines in connection with certain documents relating to the conveyance of land to the Regents of the University of California to be developed for University purposes.

98-183: Resolution approving and authorizing a Donation Agreement between the City and County of San Francisco and the Regents of the University of California (University) for the conveyance, for no consideration, to the University of approximately 1.34 acres of City-owned vacant land consisting of present and former street areas near 6th and 16th Streets, in the area known as Mission Bay, to be developed for University purposes; adopting findings that the conveyance is consistent with the City's General Plan and eight priority policies of City Planning Code Section 101.1; and ratifying prior acts.

98-184: Resolution approving and authorizing a Public Trust Agreement between the City and County of San Francisco, Catellus Development Corporation (Catellus) and the State of California, through the State Lands Commission by finding and determining that the conveyance to the Regents of the University of California of certain City-owned vacant land of 1.34 acres located near 6th and 16th Streets, in the area known as Mission Bay, is authorized by and consistent with the provisions of Chapter 1143 of the State Statutes of 1991, as amended, and ratifying past acts.

Description: To provide historical background, the Mission Bay Planning Area was a 313-acre area near the eastern shoreline of the City, about one mile south of the Financial District. In 1991, the Board of Supervisors approved a Development Agreement between the City and the Catellus Development Corporation (Catellus), the owner of the Mission Bay property, to develop the entire Mission Bay area. Effective April 14, 1996, this

Development Agreement expired, without being implemented, because, according to Mr. David Prowler of the Mayor's Office, it was financially infeasible for Catellus to proceed.

In September of 1996, Catellus came forward with a plan to proceed with an approximately 65-acre portion of Mission Bay, north of the China Basin Channel. The Board of Supervisors recently established this 65-acre portion of Mission Bay as a Redevelopment Survey Area, known as the Mission Bay North Survey Area. This area is proposed to be developed as a potential new Redevelopment Project Area, to include both market rate and below market rate housing, commercial, neighborhood serving retail establishments and open spaces and parks.

In an attempt to attract the University of California – San Francisco (UCSF) to locate its campus in the 248-acre balance of the Mission Bay Project area, located south of the China Basin Channel, the Mayor requested in November of 1996 that the Planning Commission reclassify a 3.65 acre site at Sixth, Owens and Sixteenth Streets, to make the designation compatible with UCSF's needs. In June of 1997, the Board of Supervisors approved ordinances and resolutions to reclassify the proposed 3.65 acre site from a residential designation to a designation permitting bio-medical research facilities and amended the City's Zoning Map and Planning Codes, as required.

On January 17, 1997, the Regents of the University approved a Long Range Development Plan and certified the accompanying Final Environmental Impact Report (FEIR), which identified three potential locations for new teaching, research and support facilities for UCSF, including an approximately 43-acre site in the southern portion of Mission Bay. The two alternative locations included Harbor Bay Business Park on Bay Farm Island in the City of Alameda and Executive Park and Brisbane Baylands in San Francisco and the City of Brisbane. In May of 1997, UCSF approved the Mission Bay South site in San Francisco as the preferred location for the expansion of UCSF's facilities.

On September 24, 1997, Catellus entered into a Contribution Agreement with the Regents of the University to donate a total of approximately 30 acres of property, out of a 43-acre parcel, within the Mission Bay South Project area, north of Sixteenth Street and west of Third Street, to UCSF. In addition, Mr. Prowler reports that the City is discussing with UCSF the potential transfer of the balance of the 43-acre parcel, or approximately 13 acres of City-owned land in the Mission Bay area for the development of the UCSF expansion campus. According to Mr. Prowler, the City-owned land transfers would consist of streets.

The proposed resolutions address an approximately 4.98-acre parcel, of the total 43-acre parcel to be donated to UCSF. Of the proposed 4.98 acre parcel, approximately 3.64 acres are owned by Catellus and 1.34 acres are owned by the City. Mr. Doug Stimpson of Catellus reports that the 3.64 acre Catellus parcel consists of two vacant buildings and a paved area currently used for storage. The City's 1.34 acre parcel is vacant and consists of portions of one former street, Minnesota Street and one existing street, Sixth Street. As shown in the Attachment, the proposed 4.98 acre site is located between Owens, Sixteenth and Fourth Streets. UCSF plans to construct two to three new buildings on the proposed 4.98 acres of land, which will comprise up to 550,000 square feet of space for new teaching, research and support facilities. Ms. Robin Jones of UCSF reports that most of the scientific research would be conducted in the fields of structural and chemical biology and molecular and cellular biology. As part of the research efforts, small animals, such as frogs and mice would be used. No specific development proposal has been developed or approved by either UCSF or the Board of Supervisors.

The proposed resolution (File 98-182) would adopt the required environmental findings pursuant to CEQA, in connection with the proposed donation of the 1.34 acres of property from the City to UCSF, based on the FEIR prepared by UCSF.

The proposed resolution (File 98-183) would authorize the Director of Property to enter into a Donation Agreement between the City and the Regents of the University of California, in which the City would donate approximately 1.34 acres of City property to UCSF to be developed for University purposes. The balance of the 4.98 acres of property, or 3.64 acres is owned by Catellus, which as previously noted, has already agreed to donate their land to UCSF. The proposed resolution would also find that the conveyance of the property is consistent with the Eight Priority Policies of Planning Code Section 101.1.

The proposed resolution (File 98-184) would (1) find and determine that the donation of the 1.34 acres of City-owned property to UCSF is consistent with the provisions of Chapter 1143 of the State Statutes of 1991, as amended, under the California Constitution, (2) approve a Public Trust Agreement between the City, Catellus and the State Lands Commission, in which the Burton Act Trust and other public trust claims would be lifted from the City and the Catellus property so that these properties may be donated to UCSF and (3) ratify prior actions with respect to the Public Trust Agreement.

According to Ms. Betsy Dietrich of the City Attorney's Office, all of the subject property used to be under water. As such, all navigable waterways have a State public trust that allows the public to use such waterways for commerce, navigation and fishing. Although, the property was subsequently filled in, the public trust has remained on these City-owned streets and right-of-ways. In addition, the State conveyed the Port to the City, under the Burton Act Trust, which also maintains specific restrictions on those parcels. Due to these historical events, all of the City-owned parcels have public trust claims on them and approximately 0.7 acres of the City-owned land has Burton Act Trust restrictions on them. In addition, approximately 0.1 acre of the Catellus-owned property has public trust claims on them. The proposed resolution (File 98-184) states that the Board of Supervisors would make specific findings regarding the use of the property to be transferred, such that the State

Lands Commission would lift the public trust and Burton Act Trust claims from the subject property. Therefore, under the proposed resolution (File 98-184), the lands to be donated to UCSF by the City and Catellus would be conveyed free of the Burton Act Trust or other public trust interests.

Comments:

1. According to Ms. Dietrich, the City's 1.34 acre parcel is currently vacant and would be transferred to UCSF in its "as is" condition, with all faults. Therefore, Ms. Dietrich reports that there would be no residual environmental obligations or liabilities on the City. According to Ms. Dietrich, any environmental remediation of the parcels would be the responsibility of UCSF.

2. According to Mr. Larry Ritter of the Real Estate Department, the proposed parcel to be donated by the City to UCSF consists of approximately 1.34 acres. Mr. Ritter reports that the intended use of the parcel was for industrial property. According to Mr. Ritter, based on a current industrial property value of \$25 per square foot, the value of the donated parcel is estimated at \$1,459,250, based on approximately 58,370 square feet.

3. According to Ms. Kate Stacy of the City Attorney's Office, the proposed resolution (File 98-182) states that the Board of Supervisors has reviewed and considered UCSF's FEIR and that the FEIR is adequate for use by the Board of Supervisors in approving this donation of land. The Department of City Planning has provided copies of the FEIR and a Memorandum to the Board of Supervisors dated February 19, 1998 which discusses the environmental impacts of the donation of the City property to UCSF and UCSF's potential development of the site. The five significant environmental impacts listed are (1) potential conflicts with local zoning requirements; (2) transportation; (3) air quality; (4) construction noise and (5) hazardous waste generated by the site. As included in the proposed resolution, CEQA Guidelines also require the City include a statement that overriding economic, legal, social and other considerations outweigh the identified environmental impacts

4. The proposed resolution (File 98-183) states that on February 19, 1998, the Director of City Planning found that the conveyance of the proposed City property is consistent with the City's General Plan and the eight Priority Policies of City Planning Code Section 101.1.

5. The proposed resolution (Files 98-183) authorizes that, without subsequent approval by the Board of Supervisors, the Director of Property would be authorized to enter into any additions, amendments or other modifications to the Donation Agreement if the Director of Property determines, in consultation with the City Attorney, that such modifications are (a) in the best interests of the City, (b) do not materially alter the rights, obligations or liabilities of the City and (c) are necessary or advisable to complete the transaction, including without limitation, waiving any rights and obligations that the City has or may have under existing agreements in connection with the 1.34 acres of City-owned property, the adjacent approximately 3.64 acres of Catellus-owned property and any other property covered by the Agreements. Similarly, under File 98-184, the resolution authorizes that, without subsequent approval by the Board of Supervisors, the Director of Property and the Executive Director of the Port, in consultation with the City Attorney, could enter into any additions, amendments or modifications to the Public Trust Agreement that meet the same restrictions, as outlined in the Donation Agreement. In addition, both of these resolutions authorize the Director of Property and the Executive Director of the Port and any other officers, agents or employees of the City to take any and all steps as they deem necessary or appropriate, in consultation with the City Attorney, in order to consummate the Donation Agreement and Public Trust Agreement, in accordance with the proposed resolution, without subsequent approval of the Board of Supervisors.

According to Ms. Dietrich, because the timeline is tight, in order for UCSF to secure the necessary funding and proceed with the project, the City does not want to have to come back to the Board of Supervisors for subsequent approval of minor modifications to the final Donation Agreement and Public Trust Agreement. Ms. Dietrich reports that the above cited language anticipates that

there may be changes in the final Donation and Public Trust Agreements and allows the necessary flexibility to incorporate such changes, without requiring subsequent approval by the Board of Supervisors, unless such changes are material in nature. Ms. Dietrich stated that according to the language in the proposed resolutions, any such additions, modifications or amendments must be "in the best interests of the City, do not materially increase the obligations or liabilities of the City, do not materially diminish the rights of the City and are necessary or advisable to complete the transaction contemplated in the Donation and Public Trust Agreements and effectuate the purpose and intent of these resolutions". Ms. Dietrich reports that such language is intended to protect the City and insure that any significant changes that would adversely affect the City would not be approved, without Board of Supervisors approval.

However, the Budget Analyst questions whether this language might not allow changes to the Donation Agreement or the Public Trust Agreement to be approved, which the Board of Supervisors might deem to be significant, without the approval of the Board of Supervisors.

6. Ms. Robin Jones of UCSF reports that the University would not proceed with development of the proposed UCSF facilities without the donation of the total 4.98 acres of land by the City and Catellus. According to Ms. Jones, UCSF needs to own the property, as soon as possible, so that UCSF can proceed with securing the necessary financing to complete the construction of the proposed facilities. Ms. Jones reports that UCSF hopes to begin construction in June of 1999 and complete the first building by the end of 2001, such that the first building could be occupied by the beginning of 2002.

Ms. Jones states that in total there would be three buildings on the proposed 4.98 acre parcel. Ms. Jones estimates the size and costs of the first two buildings as follows:

	<u>Size</u>	<u>Estimated Cost</u>
Building A	210,000 sq. ft.	\$109,095,000
Building B	<u>175,000 sq. ft.</u>	<u>92,575,000</u>
Total	385,000 sq. ft.	\$201,670,000

In addition, Ms. Jones reports that a third building, of approximately 165,000 square feet would eventually be built on the same block. The cost of this third building has not yet been estimated by UCSF.

Ms. Jones projects that UCSF will be seeking State funding as well as private, non-profit and institutional financing for the proposed project. In response to the Budget Analyst's inquiries, Ms. Jones reports that the State Legislative Analyst has recommended to the State Legislature to cut the requested \$21 million from UCSF's current FY 1998-99 budget request for expansion to Mission Bay. However, Ms. Jones indicates that UCSF is hopeful of recapturing these funds during the upcoming FY 1998-99 State Budget Hearings.

7. Although the funding for the construction of the proposed facilities is not secured, according to the proposed Donation Agreement, if UCSF has not commenced construction of a building of at least 116,000 square feet within five years of the closing date for the donation of the property from the City to UCSF, the property can revert back to the City. However, the proposed Donation Agreement also states that this reverter clause can be modified, terminated or extended by the City and UCSF.

8. As discussed above, and shown in the Attachment, the City's 1.34 acre parcel includes portions of Sixth and Minnesota Streets. Ms. Stacy reports that the City has already vacated Minnesota Street, but has not yet vacated Sixth Street. Approval of the vacation of Sixth Street will require subsequent approval by the Board of Supervisors. According to Mr. Prowler, it is anticipated that the proposed Sixth Street vacation will occur in the Fall of 1998.

9. According to Mr. Prowler, other than the estimated value of \$1,459,250 as determined by the Real Estate Department for the subject 1.34 acre parcel, and the City staff time spent on the proposed project, there would not be any other costs to the City for donating the proposed vacant parcel to UCSF. In addition, Mr. Prowler reports that there would be no direct revenues to the City from UCSF for donating the proposed 1.34 acre parcel. Since UCSF is a State body, UCSF is not subject to the City's Property Taxes, Gross Receipts Taxes or Payroll Taxes.

However, Mr. Prowler notes that UCSF is the third largest employer in San Francisco, after the City and County government and the Federal government. In addition, Mr. Prowler notes that UCSF is one of the top bio-medical research institutions in the world. By providing the donation of the proposed parcel, UCSF will be able to expand to a major new campus site within San Francisco. Ultimately, Mr. Prowler reports that the future spin-off revenues from other private bio-medical research or related industries that would probably want to locate near UCSF will result in future increased taxes and revenues for the City. However, Mr. Prowler cannot provide any estimate of the future amount of increased taxes and revenues that would accrue to the City.

10. Ms. Jones reports that that the two buildings on the new site will eventually comprise approximately 1,200 jobs. According to Ms. Jones, since many of UCSF's current employees are San Francisco residents, it is anticipated that a large number of future employees would also be San Francisco residents. These UCSF employees spend their wages on goods and services within the City, providing additional economic benefits for the City and indirect tax revenues to the City, according to Ms. Jones. However, Ms. Jones could not quantify the fiscal benefits that UCSF's employees would provide at the proposed new Mission Bay site.

11. Ms. Stacy reports that approval of the proposed resolutions is separate from the Board of Supervisors' consideration of any Mission Bay development proposals in the future. According to Mr. Prowler, the proposed

donation of the 1.34 acre parcel does not obligate the City to provide any other donations of land to UCSF.

12. In summary, in May of 1997, the Regents of the University approved a 43-acre site in Mission Bay for the expansion of UCSF. In September of 1997, Catellus entered into a Contribution Agreement with UCSF to donate a total of approximately 30 acres of property, out of the 43-acre site, to UCSF. The City is discussing with UCSF the potential transfer of the balance of the 43-acre parcel, or approximately 13 acres of City-owned land, resulting from street vacations. The proposed resolutions address an approximately 4.98 acre parcel to be donated to UCSF out of the total 43 acre parcel. Of the 4.98 acre parcel to be donated, 3.64 acres is owned by Catellus and 1.34 acres is owned by the City.

The three proposed resolutions would (1) adopt the environmental findings and a statement of overriding considerations pursuant to CEQA for the donation of a 1.34 acre vacant parcel of City-owned land in Mission Bay near 6th and 16th Streets to UCSF to be developed into two to three buildings for teaching, research and support facilities (File 98-182); (2) authorize the approval of a Donation Agreement between the City and UCSF for the donation of 1.34 acres of City-owned vacant land to UCSF; and (File 98-183) (3) authorize the approval of a Public Trust Agreement between the City, Catellus and the State Lands Commission, which will lift Burton Act Trust and other public trust claims from the property to be donated to UCSF, so that the property would be conveyed free of such trust interests (File 98-184).

Both of the resolutions for the Donation Agreement (File 98-183) and the Public Trust Agreement (File 98-184) include language authorizing the Director of Property and the Executive Director of the Port, in consultation with the City Attorney, to make modifications to these agreements if they determine them to be "in the best interests of the City, do not materially increase the obligations and liabilities of the City, do not materially diminish the rights of the City and are necessary or advisable to complete the transactions contemplated in the Donation and Public Trust Agreements and effectuate

the purpose and intent of these resolutions", without subsequent approval of the Board of Supervisors. The Budget Analyst questions whether this language could result in changes to the Donation Agreement or the Public Trust Agreement that the Board of Supervisors may deem to be significant, without the approval of the Board of Supervisors

UCSF reports that they will not proceed with the development of the proposed UCSF expansion, without the donation of the total 4.98 acres of land by Catellus and the City. Ms. Jones estimates the cost of the first two buildings, which will comprise 385,000 square feet at \$201,670,000. Although UCSF has not secured the funding for the construction of these facilities, in accordance with the proposed Donation Agreement, if UCSF has not commenced construction of a building of at least 116,000 square feet within five years, the property can revert back to the City. However, the proposed Donation Agreement also states that this reverter clause can be modified, terminated or extended by the City and UCSF.

According to Mr. Prowler, other than the estimated value of \$1,459,250 as determined by the Real Estate Department for the subject 1.34 acre parcel, and the City staff time spent on the proposed project, there would not be any other costs to the City for donating the proposed vacant parcel to UCSF. Mr. Prowler reports that there would be no direct revenues to the City for donating the proposed City land. However, although he could not provide an estimate of increased revenues to the City, at this time, Mr. Prowler reports that the future spin-off revenues from other private bio-medical research or related industries that will probably want to locate near UCSF will result in increased taxes and revenues for the City in the future. Ms Jones also indicated that a large number of future UCSF employees may be City residents, who would spend their wages on goods and services within San Francisco, providing additional economic benefits and indirect tax revenues to the City. However, Ms. Jones could not quantify the additional revenues which would accrue to the City.

Recommendation: Approval of the proposed resolutions are policy matters for the Board of Supervisors. However, the Budget Analyst questions whether the language which is included in both the Donation Agreement (File 98-183) and the Public Trust Agreement (File 98-184) will allow changes or modifications to these documents to be approved, which the Board of Supervisors may deem to be significant, without the subsequent approval of the Board of Supervisors.

BLOCK 24
 MISSION BAY

24-CDC-5	2.48
24-CDC-6	0.27
24 CATELLUS	2.75
24-CDC-V1	0.62
24-CDC-V2	0.27
24 CATELLUS VARA	0.89
24-CTY-3	0.68
24-CTY-4	0.37
24 CITY	1.05
24-CTY-V1	0.17
24-CTY-V2	0.12
24 CITY VARA	0.29

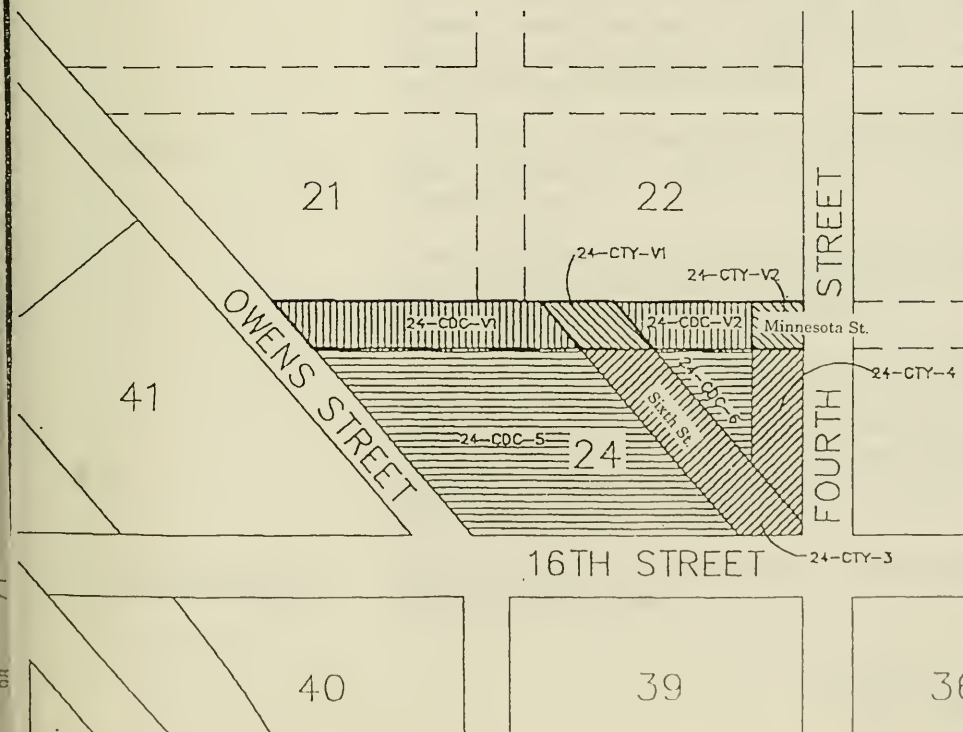


EXHIBIT B MAP SHOWING CITY AND CATELLUS DONATION PARCELS

Item 6 – File 98-110

Revised
March 2, 1998

Department: Treasurer/Tax Collector

Item: Ordinance amending Article 7 of Part III of the San Francisco Municipal Code (Transient Occupancy Tax) by amending Section 506, to increase the rent levels that qualify for exemption from the Hotel tax.

Description: The subject ordinance would amend Section 506, Article 7 of Part III of the San Francisco Municipal Code by increasing the rent levels that qualify for exemption from the Transient Occupancy Tax, commonly referred to as the Hotel Tax. Currently, if the hotel room rates are less than \$20 per day or \$85 per week, there is an exemption from the Transient Occupancy Tax. The proposed legislation would increase the exemption level on hotel room rates from less than \$20 per day or \$85 per week to less than \$30 per day or \$100 per week.

Comment:

1. According to Mr. Patrick Sha of the Tax Collector's Office, the subject exemption applies to guests of residential hotels.
2. Mr. Sha reports that the current Hotel Tax exemption for hotel room rates which are less than \$20 per day or \$85 per week was established in the 1980s.
3. According to Ms. Cora Pangilian of the Tax Collector's Office, the proposed legislation would result in an estimated reduction of Hotel Tax revenues of \$60,682 annually. Ms. Pangilian reports that this estimate is based on data from the fourth quarter of FY 1996-97 and the first quarter of FY 1997-98.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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Comment: 1. According to Mr. Patrick Sha of the Tax Collector's Office, the subject exemption applies to guests of residential hotels in order to relieve the tax burden on low income persons.

2. Mr. Sha reports that the current Hotel Tax exemption for hotel room rates which are less than \$20 per day or \$85 per week was established in 1985. Mr. Sha advises that the proposed legislation is intended to index the exemption threshold to account for hotel room rate increases at residential hotels over the last 13 years.

3. According to Ms. Cora Pangilian of the Tax Collector's Office, the proposed legislation would result in an estimated reduction of Hotel Tax revenues of \$60,682 annually. Ms. Pangilian reports that this estimate is based on data from the fourth quarter of FY 1996-97 and the first quarter of FY 1997-98.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 7 - File 65-97-14

Note: This item was continued by the Finance Committee at its meeting of December 10, 1997.

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing a 40-year lease of PUC-owned land between the City and County of San Francisco and Artichoke Joes in the City of San Bruno.

Lessor: City of San Francisco, through the PUC

Lessee: Artichoke Joes

Size of Property: Approximately 67,000 square feet

Location: Adjacent to Huntington Avenue and Southern Pacific Railway tracks at the cross street of San Mateo Avenue in downtown San Bruno, in San Mateo County.

Term of Lease: From 30 days after approval by the Board of Supervisors and the Mayor through 2037 (40 years)

Purpose of Lease: Parking (approximately 275 spaces) and landscaping

Lease Revenues Payable by Artichoke Joes to the City: Initially \$12,500 per month or \$150,000 annually

Adjustment of Lease Revenues: Fifth anniversary of commencement date of lease and every five years thereafter in accordance with a Consumer Price Index (CPI) adjustment specified in the proposed lease, which cannot be less than two percent nor more than six percent annually. In addition, there are additional potential lease increases due to BART construction concessions and reappraisal options for the City (See Comments 6 and 7 for additional details).

Description: The proposed resolution would authorize a 40-year lease of approximately 67,000⁶³. square feet of City-owned land for use by Artichoke Joes, a gaming establishment. According to Mr. Bruce Lymburn of Wendal, Rosen, Black and Dean, L.L.P., a private law firm retained by the Public Utilities Commission to negotiate the proposed lease agreement for the City, the proposed City-owned property in San Bruno was a former Municipal Railway (Muni) right-of-way. Mr.

Lymburn reports that Muni used to operate streetcars from the City down the Peninsula.

In 1962, the City entered into a month-to-month agreement with the City of San Bruno to authorize the use of this Muni abandoned right-of-way property by the City of San Bruno, according to Mr. Lymburn. Mr. Lymburn further reports that the City of San Bruno, in turn, sublet this City of San Francisco-owned property to Artichoke Joes for use as a parking lot for approximately 275 vehicles on a month-to-month basis. This month-to-month lease and sublease extended for approximately 34 years from 1962 until the summer of 1996.

As of August of 1996, the City terminated the month-to-month agreement with the City of San Bruno and entered into a month-to-month agreement directly with Artichoke Joes to authorize the use of the property by Artichoke Joes for continued parking purposes. The current month-to-month lease with Artichoke Joes was not subject to the approval of the Board of Supervisors because the term was not anticipated to extend beyond ten years.

When the City terminated the lease with the City of San Bruno in August of 1996, the City of San Bruno was paying the City of San Francisco \$640 per month or \$7,680 annually for lease of this property. According to Mr. Lymburn, the City of San Bruno was previously subletting the City of San Francisco's property at the same lease terms and rent to Artichoke Joes. Under the current month-to-month lease agreement between the City and Artichoke Joes, the City is receiving \$12,500 per month or \$150,000 annually, an increase of \$11,860 per month or \$142,320 annually, as compared with the previous lease arrangements. The proposed 40-year lease, that is the subject of this resolution, would continue these increased lease payments totalling \$150,000 annually to the City and provide for additional escalation clauses and other provisions, as discussed in greater detail below.

Comments:

1. Section 2.110 of the City's Charter requires that the proposed lease of real property, which will extend more than ten years be subject to approval by the Board of Supervisors. If the proposed 40-year lease is approved, the proposed lease will supersede the existing month-to-month lease between the City and Artichoke Joes.

2. According to Mr. Gary Dowd of the PUC, the PUC is requesting that a 40-year lease be approved because (1) a

long-term lease is included as part of a previous three-party agreement between the City, through the PUC, the Bay Area Rapid Transit District (BART) and Artichoke Joes (See Comment 3 for additional details on this three-party agreement) (2) the parcel of land owned by the City, although of considerable value to Artichoke Joes for parking purposes, is an otherwise relatively unuseable parcel of land, (3) providing Artichoke Joes with a secure future parking facility significantly increases the value of the proposed lease and (4) the proposed lease includes numerous provisions for increasing the rental rate, to insure that the City continues to receive the fair market rental value for the property.

According to the information provided by the PUC, the proposed lease rates were based on market data obtained from an outside appraiser who had knowledge of land values in this area. This data was used by the PUC during negotiations with Artichoke Joes to obtain a fair rate of return on this City-owned parcel, which Mr. Dowd represents to be a fair market value rate.

According to Mr. Dowd, the funds received by the PUC, under the proposed lease, would be deposited into the revenues of the Water Department because the subject City-owned property is under the jurisdiction of the Water Department.

3. As discussed in the attached letter from the PUC (Attachment 1), Artichoke Joes had vociferously opposed the BART to the Airport Extension Project and had continuously engaged BART in time-consuming and expensive litigation. Because the City owned and controlled the subject property which Artichoke Joes is using for a parking lot, which is to be used during the construction of the BART Airport Extension Project, the PUC decided to enter into a three-party cooperation agreement ("peace agreement") with Artichoke Joes and BART.

According to Mr. Dowd, in August of 1997, the City of San Francisco, through the PUC, entered into this separate cooperation agreement with BART and Artichoke Joes. According to Mr. Charles Sullivan of the City Attorney's Office, the PUC had the authority to enter into this agreement without approval from the Board of Supervisors.

This three-party agreement specifies that BART proposes to construct the BART Extension to the San Francisco

Airport and that BART intends to use the subject property, that is owned by the City and leased to Artichoke Joes for parking purposes, during the construction of this BART project. This three-party cooperation agreement further states that (1) the City will enter into a long-term lease with Artichoke Joes for use of the subject property for parking purposes, subject to the approval of the Board of Supervisors and the Mayor (2) BART agrees to construct the BART Extension to the Airport Project in a way that mitigates potential adverse effects on Artichoke Joes' business, (3) Artichoke Joes agrees to cease its lobbying and related activities against the BART to the Airport Project and waive and release any and all claims against BART arising from this Project and (4) BART agrees to use its best efforts to convey or lease to the City of San Francisco additional property that is adjacent to the City's existing property, Artichoke Joes would be able to continue to use for surface parking and landscaping purposes (See attached map).

4. Mr. Lymburn reports that the proposed 40-year agreement between the City and Artichoke Joes, which provides approximately 67,000 square feet of City-owned land for use by Artichoke Joes as a parking lot, would fulfill the City's first condition under this previously-approved three-party cooperation agreement, in which it is intended that the City enter into a long term lease with Artichoke Joes for use of the subject property for parking purposes.

5. As stated in the proposed 40-year lease between the City and Artichoke Joes, it is likely that the proposed property will be part of the BART to the Airport Extension Project and that construction activities related to the BART Project will prevent Artichoke Joes from using all or a portion of the proposed lease property as a parking lot. The proposed lease therefore states that the temporary taking of all or a portion of the leased property by BART will not result in a termination of the proposed 40-year lease. However, the proposed lease states that if the BART to the Airport Extension Project results in the loss of use of parking spaces by Artichoke Joes, the rent payable by Artichoke Joes to the City would be adjusted downward on the basis of the ratio of the number of remaining parking spaces that would be available to Artichoke Joes. According to Mr. Lymburn, during the BART to the Airport Extension Project construction phase, BART has agreed to ensure that at least two-thirds of the parking lot is available for Artichoke Joes customer parking. In addition, BART owns other parcels of land that would be made

available for Artichoke Joes customers parking during this construction phase.

6. In accordance with the proposed lease, if BART agrees to construct the BART Extension to the Airport Project in such a way that mitigates the potential adverse effects on Artichoke Joes' business (the second obligation under the previously approved three-party cooperation agreement), then the Base Rent under the proposed lease payable by Artichoke Joes to the City of San Francisco would be increased by \$1,500 per month, plus any adjustments in the Base Rent. According to Mr. Lymburn, since BART has signed the three-party cooperation agreement discussed above in Comment #3 and has thereby agreed to make various construction concessions, such as keeping two-thirds of the parking lot open during construction, once the proposed lease is approved by the Board of Supervisors and the Mayor, the City is entitled to the additional \$1,500 per month rent increase. This provision would increase the monthly rent payments to the City from Artichoke Joes from \$12,500 now being received by the City under the existing month-to-month lease to \$14,000 per month, an increase of \$1,500 per month, or \$18,000 annually, resulting in total annual revenues to the City of \$168,000.

7. In addition to these adjustments in the Base Rent, the proposed lease provides for a reappraisal option up to three times during the 40-year term of the lease. The first reappraisal option could be exercised by the City at any time after 120 days prior to the tenth anniversary of the commencement of the lease. The second reappraisal option could be exercised by the City at any time ten years after the first reappraisal option and the third reappraisal option could be exercised by the City at any time ten years after the second reappraisal option. The Base Rent can then be adjusted as a result of the City's reappraisal option based on the fair market rent for the property. The specific appraisal process and negotiation procedures for determining the fair market rent are specified in the proposed lease. According to Mr. Lymburn, even though the proposed lease includes CPI adjustments every five years, this provision ensures that the City will be able to reappraise the property in order to renegotiate to continue to receive the fair market rent for the proposed property over the 40-year term of the proposed lease.

8. The proposed lease also contains several early termination options, whereby Artichoke Joes can terminate the lease. These termination options are outlined

in Attachment 2. According to Mr. Lymburn, these early termination options are included in the proposed lease because Artichoke Joes cannot predict the long-term future success of their business, given the proposed BART construction activities and the competitive nature of the gaming industry. Mr. Lymburn notes that a gaming establishment is scheduled to open in the City of Colma and other Peninsula cities in the near future. However, Mr. Lymburn reports that all of the early termination options included in the proposed lease, as shown in Attachment 2, include a penalty payment to be made by Artichoke Joes to the City of a minimum of 12 months of rent.

9. As shown in the Attached map (Attachment 3), the "BART Additional Premises" reflects the parcel of property that is adjacent to the subject City-owned parcel. According to Mr. Lymburn, this adjacent parcel is owned by Southern Pacific, which currently leases this property to Artichoke Joes for parking purposes. Mr. Lymburn reports that BART currently has an option to purchase this property from Southern Pacific Railway. In addition, Mr. Lymburn reports that the City ultimately intends to purchase this property from BART, after BART exercises its option to purchase the property from Southern Pacific, as reflected as the fourth obligation in the three-party cooperation agreement discussed in Comment #3 between the City, BART and Artichoke Joes. Mr. Lymburn cannot provide an estimate of the amount to be paid by the City for the proposed adjacent parcel of land that the City intends to purchase from BART, after BART purchases this property from its current owner, Southern Pacific Railway.

10. Under the provisions of the proposed agreement, if the City obtains ownership or a lease of the BART Additional Premises, which are then part of the proposed lease, the Base Rent would be immediately increased by \$2,500 per month, plus any adjustments in the Base Rent. Mr. Lymburn reports that the \$2,500 adjustment reflects the additional amount that Southern Pacific presently receives in monthly rent from Artichoke Joes for this property. Alternatively, if BART ultimately finds that it needs this Additional Premises property on a permanent basis for reasons other than the construction of the BART to the Airport Extension Project, such that Artichoke Joes would not be able to use this area for parking, then Artichoke Joes can reduce their Base Rent to the City by \$5,000 from the initial \$12,500 to \$7,500 per month, plus any adjustments. Mr. Lymburn reports that the \$5,000

adjustment is a negotiated decreased amount to reflect that the value of the City's property is significantly reduced if the Southern Pacific property, adjacent to the City's property, is not available for lease to Artichoke Joes for parking purposes.

11. According to Mr. Lymburn, BART and the PUC are currently negotiating a large, multi-parcel agreement for the construction of the BART to the Airport Extension Project. Mr. Lymburn reports that the PUC, through the Water Department, owns over seven miles of property which would be affected by the proposed BART to the Airport Extension Project. As part of these negotiations with BART, Mr. Lymburn reports that BART (1) may need to purchase some parcels of City-owned property, (2) may need to make environmental mitigation measures on other parcels, (3) may want to enter into short or long-term leases on still other parcels for construction or other necessary activities. According to Mr. Lymburn, the adjacent BART Additional Premises property, which is related to the proposed agreement, is intended to be part of this larger negotiation process with BART. Mr. Lymburn estimates that this larger agreement with BART, which will require Board of Supervisors approval, would not be completed until approximately 1998-1999.

12. The proposed lease also includes a security deposit of \$25,000 payable by Artichoke Joes to the City for faithful performance of all the terms and conditions of the lease provisions. The City can apply the \$25,000 security deposit in whole or in part to remedy any damage to the property or to perform any other terms or conditions contained in the proposed lease. If the City uses any portion of this security deposit, the leasee is responsible for replenishing the security deposit back to the \$25,000 level each time the City determines that Artichoke Joes has not complied with the terms and conditions of the lease provisions.

13. In summary, the proposed 40-year lease between the City and Artichoke Joes would provide approximately 67,000 square feet of City-owned land for use by Artichoke Joes for a 275-vehicle parking lot. This agreement would supersede a previous month-to-month agreement with the City of San Bruno for this parking lot, which has been in existence since 1962 and which, until recently resulted in \$7,680 per year payable to the City of San Francisco by the City of San Bruno. Under the present month-to-month

lease between the City and Artichoke Joes, Artichoke Joes pays the City \$12,500 per month or \$150,000 annually.

The proposed agreement would also initially result in revenues of \$150,000 per year payable by Artichoke Joes to the City, increasing to \$168,000 annually with the approval of the proposed agreement, since BART has agreed to construction concessions, such as keeping two-thirds of the parking lot open during construction, to mitigate the potential adverse effects on Artichoke Joes' business during the construction phase of the BART to the Airport Extension Project. There are numerous additional provisions in the proposed 40-year agreement for CPI adjustments and other revenue enhancements for the City, which should ensure that the City will continue to receive a fair rate of return on the proposed property, according to Mr. Lymburn. The proposed lease also contains a \$25,000 security deposit, payable by Artichoke Joes to the City, and early termination options for Artichoke Joes, which include a penalty payment to be made by Artichoke Joes to the City of a minimum of 12 months of rent.

It is significant to note that the proposed 40-year agreement would fulfill one of the City's intentions under a previously approved three-party cooperation agreement between the City, BART and Artichoke Joes, which was not subject to the Board of Supervisors approval. That cooperation agreement states that (1) the City intends to enter into a long-term lease with Artichoke Joes for use of the subject property for parking purposes, subject to the Board of Supervisors and Mayor's approval, (2) BART agrees to construct the BART Extension to the Airport Project in a way that mitigates potential adverse effects on Artichoke Joes business, (3) Artichoke Joes agrees to cease its lobbying and related activities against the BART to the Airport Project and waive and release any and all claims against BART arising from this Project and (4) BART agrees to use its best efforts to convey or lease to the City of San Francisco additional property that is adjacent to the City's existing property, which Artichoke Joes would be able to use for parking purposes.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

PUBLIC UTILITIES COMMISSION
CITY AND COUNTY OF SAN FRANCISCOWILLIE L. BROWN, JR.
MAYORANSON B. MORAN
GENERAL MANAGER

M E M O R A N D U M

HETCH HETCHY
WATER AND POWERSAN FRANCISCO
WATER DEPARTMENTSAN FRANCISCO
CLEAN WATER PROGRAM

DATE: November 12, 1997

TO: Harvey Rose, Budget Analyst

FROM: Garrett M. Dowd, Director *G.M.D.*

RE: File 65-97-14, City of San Francisco
Lease with Artichoke Joes

The following is a brief summary of the significant aspects of the above-referenced lease transaction:

Until August, 1997 Artichoke Joes Casino in San Bruno, which employs about 450 people and pays about 10% of the entire San Bruno city budget, had been perhaps the most vocal, well-financed and influential opponent on the current BART airport extension plan. Until that time there existed a tremendous ill-will between BART and Artichoke Joes, which arose out of Artichoke Joes' expenditure of many hundred of thousands of dollars lobbying against the current BART airport plan (proposing instead the San Bruno intermodal alternative), and BART's concern that Artichoke Joes, with its army of lawyers and unlimited financial resources, may embroil the project in time-consuming and expensive litigation.

CCSF owns and controls Artichoke Joes' parking lot, which is a vital part of Artichoke Joes' business. BART will use the parking lot for the construction of the airport extension project.

Several months ago the SFPUC conceived of a possible three-party transaction, with the SFPUC acting as "peacemaker," whereby BART, Artichoke Joes and CCSF each would each obtain valuable benefits, as follows:

- 1) Artichoke Joes publicly would drop its opposition to, and stop lobbying against, the airport extension project, and would waive and release any and all claims against BART if BART performs its obligations;
- 2) In turn BART would agree to construct the project in certain ways that mitigate potential adverse effects on Artichoke Joes' business; and

3) CCSF and Artichoke Joes would enter into a long-term lease for the parking lot on advantageous terms for both parties, including approximately \$200,000 in annual rent to CCSF.

In August 1997 CCSF successfully brokered an agreement (the Construction Concessions Agreement) that contemplated the above agreements between the parties. This "peace agreement" was approved by Artichoke Joes, the BART Board of Directors, and the SFPUC.

As a condition to the effectiveness of the Construction Concessions Agreement, CCSF must enter into the subject long-term lease with Artichoke Joes. This lease is extremely advantageous to CCSF not only because it is made in connection with a "peace agreement" that helped BART construct its airport extension project, but because its economic terms are excellent for CCSF. The forty (40) year lease will insure a guaranteed premium rent stream for the City on property that might otherwise go vacant or simply be used for commuter parking and the like. Because of its close proximity to Artichoke Joes, the lease value of the property increased substantially from the \$7,824.00 previous annual revenue. Based on the above, staff and the Public Utilities Commission felt it was in the best interest of the City to negotiate the forty (40) year lease term.

GMD:jgb

Early Termination Options -

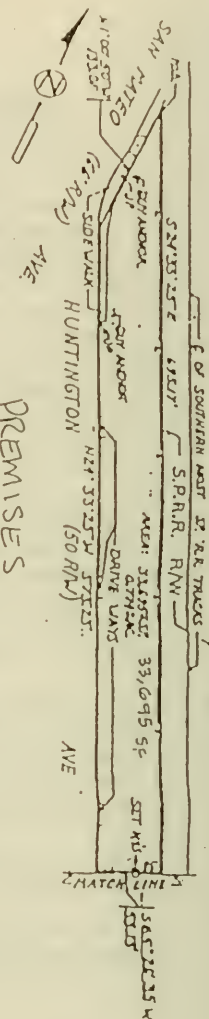
(a) In the event BART constructs a grade separation at the intersection of San Mateo Avenue, Huntington Avenue and San Bruno Avenue whereby motorists will not be able to turn from San Bruno Avenue directly onto San Mateo and Huntington Avenues, Tenant shall have the option to terminate this Lease upon payment to City of a termination fee equal to twelve (12) months of Base Rent then in effect at the effective date of the termination. Notice of termination is to be delivered to City no later than one (1) year after BART's commencement of construction of grade separation.

(b) From the date of the substantial completion of the BART Airport Extension Project at the Premises until two (2) years following such completion, Tenant shall have the option to terminate this Lease upon payment to City a termination fee equal to twelve (12) months of the Base Rent in effect at the termination date.

(c) From two (2) years after BART's substantial completion of the portion of the BART Airport Extension Project at the Premises until ten (10) years after BART's substantial completion of the airport extension construction activities at the Premises, Tenant shall have the option to terminate this Lease upon payment to City a termination fee equal to twenty four (24) months of the Base Rent in effect at the termination date.

(d) From ten (10) years after BART's substantial completion of the BART Airport Extension Project at the Premises until twenty (20) years after BART's substantial completion of airport extension construction activities at the Premises, Tenant shall have the option to terminate this Lease upon payment to City a termination fee equal to eighteen (18) months of the Base Rent in effect at the termination date.

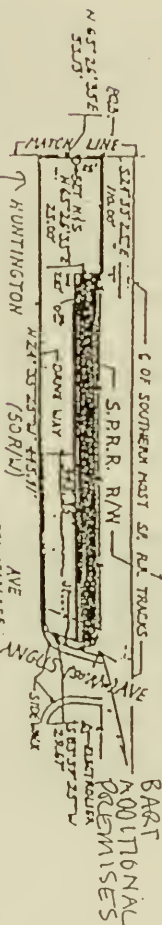
(e) From twenty (20) years after BART's substantial completion of that portion of the BART Airport Extension Project at the Premises until the Expiration Date, Tenant shall have the option to terminate Lease upon payment to City a termination fee equal to twelve (12) months of Base Rent in effect at the termination date.



PREMISES

EXHIBIT ONE

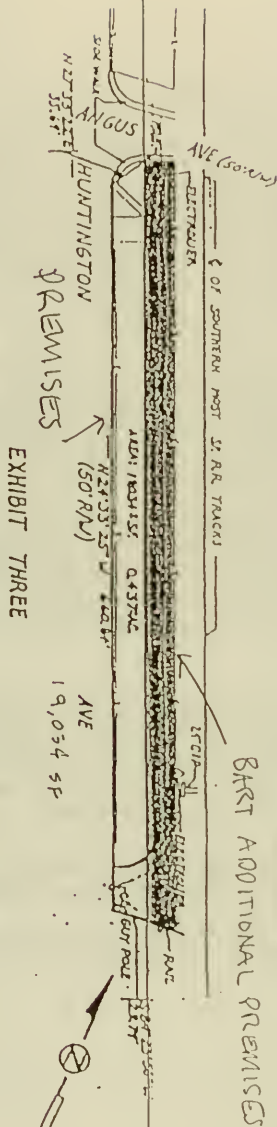
8634 SF S.P.



PREMISES

EXHIBIT TWO

15,420 SF P.O.



PREMISES

EXHIBIT THREE

19,034 SF

ROBERT C. HUTTON	LICENSED LAND SURVEYOR SAN MATEO, CALIFORNIA (418) 341-3896
PLAT OF REVOCABLE PERMITS FOR COMMERCIAL CITY OF SAN BRUNO, COUNTY OF SAN MATEO, CALIFORNIA	PARKING

EXHIBIT A

Memo to Finance Committee
March 4, 1998 Finance Committee Meeting

Item 8 - File 98-204

Department: Recreation and Park Department (RPD)
Department of Real Estate (DRE)

Item: Resolution authorizing acquisition of real property located in the Bayview District for Open Space purposes and adopting findings pursuant to City Planning Code Section 101.1.

Location: Assessor's Block No. 5328 lot numbers 5 through 9 and 17 through 23

Seller: Mr. Tom Sharman, as trustee for the 1983 Sharman Living Trust

Size: 37,500 square feet

Purchase Price: \$234,375, or approximately \$6.25 per square foot

Source of Funds: Open Space Funds approved in the FY 1996-97 budget

Description: Approval of the subject resolution would authorize the acquisition of the subject Property, Block 5328 lots 5 through 9 and 17 through 23, from Mr. Tom Sharman, succeeding trustee, of the 1983 Sharman Living Trust for \$234,375 for Open Space purposes.

The subject Property, consisting of vacant land, is located in the Bayview District near the intersection of Palou Avenue and Phelps Street, between Quesada Avenue and Newhall Street. The Property has dimensions of 100 feet x 375 feet and is located above Palou Avenue. The Property slopes steeply upward in a southerly direction toward Bridgeview Drive.

The Recreation and Park Commission approved this acquisition for Open Space purposes. Acquisition was included in the program contained in the "General Manager's Report: San Francisco Park and Open Space Program" for FY1996-97, adopted May 1, 1997 by the Recreation and Park Commission. The Department of City Planning reported by letter dated August 1, 1997 that per the Planning Commission the proposed

acquisition is in conformity with the General Plan and consistent with Planning Code Section 101.1

Comment:

1. Mr. John Panieri of the DRE states that the DRE conducted an in-house appraisal of the subject property, and has concluded that the proposed purchase price of \$234,375, or approximately \$6.25 per square foot, represents the fair market value of the property. The owner of the property has agreed to the valuation and entered into an Agreement of Purchase and Sale.

2. According to Ms. Joanne Wilson of the Recreation and Park Department (RPD), if the proposed purchase is approved, the Property will be considered a Significant Natural Resource Area because the Property contains valuable habitat, including a rich native plant community. Ms. Wilson reports that the Property will remain Open Space and that RPD improvement plans are limited to invasive weed control and possibly some indigenous revegetation on the Property, pursuant to the Recreation and Park Commission's adopted policy to preserve and manage Significant Natural Resource Areas. Ms. Wilson reports that the maintenance expenses associated with the subject site will be funded by the annual Open Space appropriations which are allocated for maintenance.

3. According to the Assessor's Office, the assessed valuation of the subject Property to be acquired is \$14,330. Based on the 1997-98 tax rate of \$1.19 per \$100 of assessed valuation, the annual taxes to be paid to the City on the property would be approximately \$171. Once the City acquires the Property, such taxes would no longer be paid to the City.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Items 9 and 10 - Files 98-254 and 98-255

Department: Sheriff's Department

Items: File 98-254: Ordinance appropriating \$208,400 from the FY 1997-98 General Fund Reserve for overtime and professional services to continue the Resolve to Stop the Violence Program (RSVP).

File 98-255: Ordinance appropriating \$275,240 from the FY 1997-98 General Fund Reserve (\$220,000) and from the Jail Overcrowding Fine Fund (\$55,240) for (a) the Resolve to Stop the Violence Program (RSVP) (\$120,000), (b) the Mentor Court Program (\$100,000), and (c) Community Residential Treatment Beds (\$55,240); reserving \$55,240 of Jail Overcrowding Fine Funds.

Amounts:	File 98-254	\$208,400
	File 98-255	<u>275,240</u>
	Total	\$483,640

Source of Funds:	\$428,400*	FY 1997-98 General Fund Reserve
	<u>55,240</u>	Jail Overcrowding Fine Funds
	\$483,640	Total

*File 98-254: \$208,400

*File 98-255: \$220,000 (\$120,000 for the RSVP and \$100,000 for the Mentor Court)

Description: The proposed ordinances would appropriate a total of \$483,640 to the Sheriff's Department for the following three programs in the amounts shown:

Resolve to Stop the Violence Program	\$328,400 ¹
Court Mentor Program	100,000
Community Residential Treatment Beds	<u>55,240</u>
Total	\$483,640

¹ \$120,000 for the period of July 1, 1997, through January 31, 1998, and \$208,400 for the period of February 1, 1998, through June 30, 1998.

Resolve to Stop the Violence Program (\$328,400)

The Resolve to Stop the Violence Program (RSVP) is a restorative justice program² initiated in September of 1997³ by the Sheriff's Department in Dormitory B of County Jail #7 in San Bruno. According to background material provided by the Sheriff's Department, the RSVP is designed to reduce the degree of violent behavior of participants (a) while incarcerated and (b) following release from jail, using the following methods:

- Integrating educational programming that promotes a change in the beliefs that cause violent behavior, an understanding of the consequences of violence on victims, and the development of empathy for victims of violence;
- Supporting ex-offenders to maintain changed beliefs and behaviors upon release through involvement in continuing education programs;
- Engaging community groups in victim restoration and crime prevention programs that create opportunities for RSVP graduates to repair the harm caused by their violence and to give back to the community by serving as violence prevention advocates and mentors.

According to Sergeant Edwin James of the Sheriff's Department, the RSVP is a three-year project that was initiated on September 15, 1997. Since initiation, approximately, 150 previously violent male offenders have participated in the RSVP. Attachment I, provided by the Sheriff's Department, describes the Resolve to Stop the Violence Program and lists the positive results of the Program.

The proposed ordinances would appropriate a total of \$328,400 of General Fund monies to fund RSVP costs, consisting of \$208,400 (File 98-254) to fund RSVP costs for the period of February 1, 1998 through June 30, 1998, and

² A restorative justice program is a program designed to educate inmates about offender accountability, victim empathy and restitution, and community involvement.

³ Costs of planning, training, and administration began in July of 1997.

\$120,000 (File 98-255) to fund RSVP costs for the period of July 1, 1997 through January 31, 1998.

Of this request of \$328,400 for the Resolve to Stop the Violence Program, \$33,000 is for Overtime for Deputy Sheriffs and \$295,400 is for Professional Services

Mentor Court Program (\$100,000)

According to Sergeant James, the purpose of the Mentor Court Program, which was initiated in October of 1996, is to divert youthful offenders from formal prosecution into an intensive educational development program. The Mentor Court Program is administered by a Judge of the Municipal Court, at the Hall of Justice.

Sergeant James reports that the San Francisco Pretrial Diversion Project, Inc., which operates the Court Mentor Program, performs individual assessment interviews upon referrals of juveniles by the District Attorney's Office. Once an interview is completed, a report is submitted to the Municipal Court for final determination. In addition to attending weekly Mentor Court group sessions that focus on life skills, the youth participate in educational programs such as general educational development (GED) and/or college level course work.

The proposed ordinance would appropriate \$100,000 of General Fund monies to the Sheriff's Department for the purpose of funding the costs of operating the Court Mentor Program for the period of July 1, 1997 through June 30, 1998.

All of the requested funding of \$100,000 for the Mentor Court Program would be for Professional Services.

Community Residential Treatment Beds (\$55,240)

Sergeant James reports that the Community Residential Treatment Beds Program has been in existence since 1990 for the purpose of alleviating jail overcrowding. The Sheriff's Department currently has a contract with Milestones Human Services, a non-profit provider of residential treatment beds, in the amount of \$410,500 for FY 1997-98, which funds an

BOARD OF SUPERVISORS
BUDGET ANALYST

average of 19.73 residential treatment beds per day at an average cost of \$57.00 per residential treatment bed for 365 days, according to Sergeant James.

The proposed ordinance would appropriate an additional \$55,240 in Jail Overcrowding Fine monies for the purpose of funding an additional 5.3 beds per day, at an average cost of \$57.00 per residential treatment bed per day for 181 days, for the period retroactive to January 1, 1998, through June 30, 1998, according to Sergeant James.

The Jail Overcrowding Fine monies are reserved in an account that was created by Federal Court order to hold jail overcrowding fines paid by the City. The City must petition the Federal Court for release of jail overcrowding funds for the purpose of reducing the prisoner population at County Jail No. 1. Upon approval of the Federal Court, the Controller would release such funds to the Sheriff.

All of the requested funding of \$55,240 for the Community Residential Treatment Beds Program would be for Professional Services.

Budget:

Attachment II to this report contains the Sheriff's detailed budget, together with full explanations for each item, for the RSVP (\$328,400), the Court Mentor Program (\$100,000 in General Fund monies), and for Community Residential Treatment Beds (\$55,240), for a total of \$483,640.

Comments:

1. Of this total request of \$483,640, as shown on page three of Attachment III, the Sheriff has already expended \$169,928 on the RSVP through January 31, 1998, including \$50,075 in grant funds, \$115,588 in Inmate Welfare funds, and \$4,265 in General Fund monies. Further, the Sheriff has incurred obligations of \$63,874 for advances made by the San Francisco Pretrial Diversion Project, Inc., on behalf of the Sheriff, to operate the Court Mentor Program for the period of July 1, 1997, through January 31, 1998, as shown in Attachment IV. Thus, of the total request of \$483,640, the Sheriff has already expended or incurred obligations totaling \$233,802.

2. Beginning on the first page of Attachment III, Captain Jan Dempsey of the Sheriff's Department comments on why

BOARD OF SUPERVISORS
BUDGET ANALYST

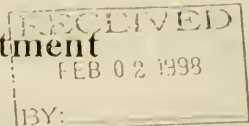
funds have been expended without first obtaining Board of Supervisors approval. In that memorandum, Captain Dempsey states that expenditures from the Inmate Welfare Fund are appropriate for the purpose used, and that \$120,000 "had been set aside in the budget process by the Finance Committee. However, those funds were placed in a General Fund Reserve, which cannot be expended prior to subsequent appropriation approval by the Board of Supervisors. Furthermore, the Budget Analyst believes that no funds should be expended or obligated prior to Board of Supervisors approval.

Recommendation: Approval of the proposed ordinances is a policy matter for the Board of Supervisors, particularly since the Sheriff has already expended or incurred obligations totaling \$233,802 of this \$483,640 request, without first obtaining approval of the Board of Supervisors.



San Francisco Sheriff's Department

INTER-OFFICE CORRESPONDENCE



DATE: February 2, 1998
TO: Supervisor Leslie Katz
FROM: Sunny Schwartz *(Signature)*
RE: Points of information regarding R.S.V.P.

File

The San Francisco Sheriff's Department Resolve to Stop the Violence Project (R.S.V.P.) is based on the principles of Restorative Justice. After a year of planning with Victims Rights groups, clergy, former gang members, and women's shelters this strong coalition designed curriculum and works inside with male offenders to stop violent behavior and to create plans for offenders upon their release to heal the harm caused by their prior violent behavior.

Background Information:

- The program began on September 15, with funding from the City and County of San Francisco and the Soros Foundation
- Approximately 150 prisoners have been assigned to the program to date.
- Approximately 50% of the enrolled prisoners have charges of domestic violence. Other charges include rape, robbery, assault, weapons, terrorist threats and substance abuse.
- The Sheriff's Department requires all 57 men in Dormitory B to participate in male role re-education, victim empathy and impact, and community involvement up to twelve hours a day, six days a week.

Impact of the Program to Date:

- * No acts of violence have occurred in this jail program in over 16 weeks.
- * Deputy sheriffs now request to work in the R.S.V.P. dorm because it's a healthier and safer environment in which to work.
- * One prisoner participant on his own initiative designed and worked with all staff and prisoners in creating a mural symbolizing pro-social skills and non-violent behavior. The same prisoner participant wrote the enclosed article published in the San Francisco Bayview outlining the participants' appreciation and learning experience.
- * The R.S.V.P. prisoners collectively sent a condolence card to a deceased deputy sheriff's family expressing their sympathy for the family's loss.
- * 16 graduates are in training to become facilitators of the anti-violence curriculum
- * A prisoner with a \$1,000,000 bail while appearing in Domestic Violence Court before Judge Tang became physically and verbally abusive. After participation in R.S.V.P. Judge Tang reports, "This is a totally different man standing before me." He is now in the second phase of the post release program and all reports are favorable

CURRENT REQUEST FOR FUNDS FOR 2/98 TO 7/98

San Francisco Sheriff's Department

Resolve to Stop The Violence Project, General Fund Budget, 1998 (Revised)

SFSD Staff - Deputy Training, Release time for deputies assigned to RSVP dorm to work with prisoners on anti-violence training and to integrate male-role violence re-education and restorative justice principles and program content into all aspects of jail management and safety and security responsibilities	\$ 15,000
Victim Impact and Community Involvement Curriculum, Victims and survivors of violence participate in weekly panels and class presentations in jail and at Post Release Education Program (PREP) to empower victims and develop offenders' understanding of the consequences of their criminal behavior and to develop empathy for the victims of violence, 6 sessions/week @ \$100 each week	14,400
<i>manalife</i> Staff	
Facilitator Coordinator, Supervises <i>manalife</i> facilitators in-jail and PREP and coordinate work with deputies and other providers (\$25 hrs/week @ 30/hr)	18,800
Facilitators, Facilitate <i>manalife</i> classes in-jail, assist RSVP coordinator with intake and exit interviews and case management duties, and co-facilitate theater and arts groups (3 facilitators for 25 hrs/wk x \$25, 1 facilitator for 30hrs/wk x \$25)	63,000
Victim Impact and Male-Role Violence Training and Curriculum Coordinator, Trains staff, providers, and facilitators in <i>manalife</i> male-role violence theory and male-role re-education and community violence intervention methods, coordinates and collaborates on the development of in-jail and post release curriculum, including victim impact and community advocacy modules (125 hrs/month @ \$40/hr)	30,000
Project Development and <i>manalife</i> Evaluation Coordinator, Coordinates RSVP project planning and training, collaborates on grant and research proposals, prepares reports, and coordinates project evaluation, including developing process evaluation tools, belief and behavioral change data collection tools, and trains staff in participatory evaluation methods (125 hrs/month @ \$40/hr)	30,000
Community Works Staff	
Community Network Coordinator, Assists RSVP Coordinator and management team in developing community collaborations to support RSVP violence prevention projects and events, victim restitution and community restoration in San Francisco's diverse neighborhoods	19,200
Post Release Education Program (PREP), Providers deliver classes to support and maintain offender belief and behavioral change, including <i>manalife</i> male-role violence re-education, diversity training, victim impact, and community restoration programs 30 hrs/week @ \$25/hr	18,000
Total	\$208,400

SFSD Resolve to Stop the Violence Project, 12/26/97

TOTAL F.05

General Fund Budget, 1997-1998

Deputy Release Time -	Release time for supervisors and staff related to RSVP training	=	\$18,000
	Class 8304 Deputies	\$33.75 x 266.67 hrs =	\$9,000
	Class 8308 Supervisor	\$41.00 x 219.5 hrs =	\$9,000
<i>manalive</i> Staff			
Project Training Director -	Trains staff, providers and facilities/mentors	=	\$10,000
	<i>manalive</i> male-role violence theory and methods of individual and community advocacy (Rate x \$40/hr.)		
	250 hrs. x \$40.00		
Project Development -	Conducts ongoing project development facilitation,	=	\$10,000
Director	prepares reports and grant proposals, coordinates project evaluation and preparation of evaluation tools		
	250 hrs. x \$40.00		
Facilitator Coordinator -	Coordinates <i>manalive</i> facilities with community theater and other activities in-jail	=	\$10,000
	(333 hrs/wk x \$30)		
Facilitators	- Facilitator/mentors of <i>manalive</i> classes in-jail and at PREP	=	\$21,000
	(840 hrs. x \$25.00)		
Victim Impact	- Victim Representative (364 hrs. x \$25.00) for Victim Impact classes	=	\$9,100
Acupuncture	- Acupuncture Recovery Treatment Services (A.R.T.S.)	=	\$41,900
	(1.5 hrs./4 x wk x 2 staff x 52 weeks x \$50.00 =		31,200)
	(1.25/treatment x 105 treatments/wk x 52 wks =		6,825)
	(Administrative cost 10% =		3,975)
TOTAL			\$120,000

MENTOR COURT

Mentor Court started as a pilot project in October 1996, without funding, with a focus on youthful drug offenders and the criminal justice system. The program emphasizes diverting the youthful offender out of the realm of formal prosecution and into an intensive educational developmental program (participation may last up to two years). The program is administered by Municipal Court Judge Ellen Chaitin in Department 20 at the Hall of Justice.

The San Francisco Pretrial Diversion Project, Inc. performs individual assessment interviews upon referrals by the District Attorney's office of potential eligible candidates. Once an interview is completed, a report is delivered to the Court for final determination. In addition to attending weekly Mentor Court group sessions which focus on life skills, the candidate will participate in educational programs such as GED and/or college level course work. Written book reports are required to be completed and each participant is assigned a mentor who serves as a role model. The Court, at its discretion, may require status reports to monitor the progress of the participants.

The Sheriff's Department requests supplemental funding in the amount of \$100,000 (unappropriated revenue - reserved, FY 1997-98) to provide for the following services associated with Mentor Court:

General Fund Budget, 1997-1998

(3) Court Alternative Specialist @ \$33,075

Total Personnel Cost	=	\$99,225
Fringe Benefits	=	\$18,036
Operating Expenses	=	\$15,000
Total Budget	=	\$132,261

Income

Ad Valorem Contract	=	\$100,000
Participant Program Fees	=	\$7,500
SFPDP in-kind subsidy	=	<u>\$24,761</u>
Total Income	=	\$132,261

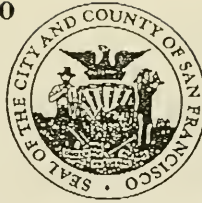
COMMUNITY RESIDENTIAL TREATMENT BEDS

The Sheriff's Department requests authorization to expend \$55,240 from the Jail Overcrowding Fine Account to supplement the existing contract with Milestones, a provider of residential treatment beds. The contract for Milestones for fiscal year 1997-1998 is \$410,500. The addition of \$55,240 will increase the contract amount to \$465,740. This will allow for an additional 5.3 beds per day beginning January 1, 1998 through June 30, 1998. These monies are reserved in an escrow account that was created by court order to hold fine money collected in 1993 through 1995 to be used for the purpose of reducing the prisoner population at County Jail No. 1. The consent decree was recently dismissed (Stone, et al. v. City and County of San Francisco), and the Sheriff's Department respectfully requests the remaining funds from this account to be used to increase the number of residential treatment beds available to eligible prisoners in the county jail to continue to reduce the jail population.

Jail Overcrowding Fine Money	=	\$55,240
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City and County of San Francisco

OFFICE OF THE SHERIFF

Michael Hennessey
SHERIFF

(415) 554-7225

February 26, 1998

Stan Jones
Budget Analyst Office
Board of Supervisors
Fox Plaza, 10th Floor
San Francisco, CA 94103

Dear Stan:

Sergeant James is attending a Board of Supervisors Committee meeting, so I am responding in his place to questions regarding the supplemental.

Authority for Expending Inmate Welfare Fund Money:

Title 15 of the California Code of Regulations, Chapter I. Board of Corrections, Subchapter 4 Minimum Standards for Local Detention Facilities, Article 4, Section 1043 (b) is attached.

California Penal Code Section 4025 (e) is also attached.

Funds were advanced from this account for the RSVP program in order to set up and expand this program. The expenditures were permitted because \$120,000 had been set aside in the budget process by the Finance Committee.

SOROS Funds

To date, the following expenditures for RSVP have been paid by SOROS grant funds:

manalive

The detail for *manalive* was provided by Sergeant James yesterday. The total amount from July through January equals \$47,037.

Community Works

January \$ 3,038

Total: \$ 3,038

Total SOROS funds expended: \$ 50,075

Inmate Welfare Fund

To date, the following expenditures for RSVP have been paid through the Inmate Welfare Fund:

manalive

July \$ 8,086

August \$ 7,002

September \$13,323

October \$14,285

November \$12,885

December \$15,135

January \$14,750

Total: \$85,466

Acupuncture

September \$ 3,342

October \$ 3,836

November \$ 3,094

December \$ 3,698

Total: \$13,969*

(* billing for January not yet received.)

Community Works

September \$ 5,550

October	\$ 2,975
November	\$ 2,788
December	\$ 2,840
January	\$ 2,000

Total:	\$16,153
--------	----------

Total expenditure from the Inmate Welfare Fund equals \$ 115,588

The only expenditure from the General Fund is \$4265 in overtime to date.

To summarize, the total expenditures to date for the RSVP program are as follows:

SOROS grant funds:	\$ 50,075
Inmate Welfare Fund:	\$115,588
General Fund:	\$ 4,265
Total:	\$169,928

The breakdown for the \$208,400 expenditures for RSVP for the period of February 1, through June 30 were sent yesterday. If more information is required, please contact me at 554-7217.

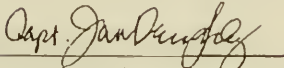
The Sheriff's Department wants funding to continue for this program. The Department expects an annualized amount to be added to the 1998-99 baseline.

Community Residential Beds

The number of community beds was increased by 5 beginning in January. The General Fund money for the fiscal year can make payments on these additional beds for a period of time. If there is any reduction in the requested funds for this, the Department will decrease beds to insure adequate funding for the fiscal year. The Department understands this augmentation (\$55,240) is for this fiscal year only. The Department has submitted a Program Enhancement to the Mayor's Office for consideration for additional funding to increase community residential beds.

If you have further questions, please contact me at 554-7217.

Sincerely,

A handwritten signature in cursive script, reading "Capt. Jan Dempsey", is written over a horizontal line.

JAN DEMPSEY, CAPTAIN

Administrative Operations

FEB-26-1998 13:39

SFSD ADMIN

4155547050 P.07

system computed on an annual basis.

(c) (1) The board of supervisors may prescribe reasonable rules and regulations under which a work release program authorized under this section is operated and may provide that participants wear clothing of a distinctive character while performing the work. A person shall be advised by written notice to appear before the sheriff or at the educational, vocational, or substance abuse program at a time and place specified in the notice and shall sign an acknowledgment that the sheriff may immediately retake the person into custody to serve the balance of his or her sentence if the person fails to appear for the program at the time and place designated in the notice, does not perform the work or activity assigned, or for any other reason is no longer a fit subject for release under this section. A copy of the notice and acknowledgment shall be delivered to the person and a copy shall be retained by the sheriff.

(2) Any person who willfully fails to appear at the time and place specified in the notice is guilty of a misdemeanor.

(3) Whenever a peace officer has reasonable cause to believe the person has failed to appear at the time and place specified in the notice or fails to appear or work at the time and place agreed to or has failed to perform the work assigned, the peace officer may, without a warrant, retake the person into custody, or the court may issue an arrest warrant for the retaking of the person into custody, to complete the remainder of the original sentence. A peace officer may not retake a person into custody under this subdivision, without a warrant for arrest, unless the officer has a written order to do so, signed by the sheriff or other person in charge of the work release program, that describes with particularity the person to be retaken.

(d) Nothing in this section shall be construed to require the sheriff or other official in charge to assign a person to a work release program pursuant to this section if it appears from the record that the person has refused to perform satisfactorily as assigned or has not satisfactorily complied with the reasonable rules and regulations governing the assignment or any other order of the court.

(e) A person shall be eligible for work release under this section only if the sheriff or other official in charge concludes that the person is a fit subject therefor.

(f) The board of supervisors may prescribe a program administrative fee, not to exceed the pro rata cost of administration, to be paid by each person according to his or her ability to pay. Leg.H. 1995 ch. 106.

\$4024.4. Notification to Victim of Release From Local Detention Facility; Authority to Contract With Private Entity.

(a) The board of supervisors of each county, with the concurrence of the county sheriff before implementation, and the city council of each city, with the concurrence of the chief of police before implementation, may establish a notification procedure to provide notice of the release of any person incarcerated at, or arrested and released on bail from, a local detention facility under its jurisdiction to victims of crime who have requested to be

or crime jointly may contract with a private entity to implement this procedure.

(b) Notwithstanding any other law, the sheriff, chief of police, or other official in charge of a local detention facility shall make available to any private entity under contract pursuant to subdivision (a) all information necessary to implement the notification procedure in a timely manner. The private entity under contract shall be responsible for retrieving the information and notifying the requester through computer or telephonic means and, if unable to notify the person requesting the information by these means, shall send written notification by mail.

(c) The sheriff, chief of police, or other official in charge of a local detention facility shall work cooperatively with law enforcement agencies within the county or city and local victim centers established under Section 13835 to implement the program.

(d) As used in this section, "local detention facility" means a facility specified in subdivision (a) or (b) of Section 6031.4.

(e) Notwithstanding any other provision of law, no public or private officer, employee, or entity may be held liable for any action or duty undertaken pursuant to this section. Leg.H. 1996 ch. 1060.

(54025.) Store, Operation of, in County Jails and Adult Detention Homes.

(a) The sheriff of each county may establish, maintain and operate a store in connection with the county jail and for this purpose may purchase confectionery, tobacco and tobacco users' supplies, postage and writing materials, and toilet articles and supplies and to sell these goods, articles, and supplies for cash to inmates in the jail.

(b) The sale prices of the articles offered for sale at the store shall be fixed by the sheriff. Any profit shall be deposited in an inmate welfare fund to be kept in the treasury of the county.

(c) There shall also be deposited in the inmate welfare fund 10 percent of all gross sales of inmate hobbycraft.

(d) There shall be deposited in the inmate welfare fund any money, refund, rebate, or commission received from a telephone company or pay telephone provider when the money, refund, rebate, or commission is attributable to the use of pay telephones which are primarily used by inmates while incarcerated.

(e) The money and property deposited in the inmate welfare fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail. Any funds that are not needed for the welfare of the inmates may be expended for the maintenance of county jail facilities. Maintenance of county jail facilities may include, but is not limited to, the salary and benefits of personnel used in the programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the sheriff. An itemized report of these expenditures shall be submitted annually to the board of supervisors.

(f) The operation of a store within any other county adult detention facility which is not under the jurisdiction of the sheriff shall be governed by the provisions of this:

otherwise ad

(g) The attention for this section, respective of county office

(h) The pending with Section of Title 5 invest any that which se. The int: shall be dep

(i) The self-fund from the co: under the jur and transport discretion of: county of re 500 miles fr: tion does re inmate welfa: custody of a: don. Leg.H. 1984 ch. 456

\$4026. M of Prisoner

The sheri: any jail may of handiwork by the prisor from the inn: to the public at fairs, or or. County- or c: to prisoners i permitted by charge shall . and provide t: be deposited the article a: amount born

\$4027. Fr Practices.

It is the i: confined in : reasonable of As used in any city, cou: ment of pris: ch. 1349.

\$4028. Ab

No condit: abortion by facility, pursu

taken, medical orders issued by the responsible physician and staff response, and non-medical information regarding disabilities and other limitations.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1042. Type IV Fiscal Records. In Type IV facilities, the fiscal records shall include a system for accounting of inmate funds. Such funds shall be processed in a manner which will allow an inmate access to his/her money within one business day.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Sections 6030, Penal Code.

1043. Inmate Welfare Fund - Accounting.

(a) Each facility administrator shall develop a written policy regarding the appropriate use of the inmate welfare fund in accordance with Penal Code Section 4025. Such policy shall include:

(1) Those categories of expenses which the sheriff, or other official as described in Penal Code Section 4025(f), has determined to be appropriate uses of inmate welfare funds within the scope of Penal Code Section 4025.

(2) Provision for biennial audit to be completed by a party other than the agency responsible for administering the fund.

(3) An annual itemized report of expenditures, which is to be submitted to the board of supervisors, posted in each facility, and made available to the public and inmates by inclusion in the public information plan specified in Section 1045 of these regulations.

(b) Inmate welfare funds shall be used primarily for the benefit, recreation, education or welfare of inmates, but not be used to pay required expenses of confining inmates in a local detention system, such as inmate meals, clothing, housing or medical services. Appropriate expenditures include, but are not limited to the following:

- (1) supplies, equipment and tools; and
- (2) contracted services for such inmate programs.

Any funds not needed for the welfare of the inmates may be expended for the maintenance of jail facilities, including, but not limited to, the salary and benefits of personnel used in the programs to benefit the inmates, including, but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the sheriff.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

1044. Incident Reports. Each facility administrator shall develop written policies and procedures for the maintenance of written records of all incidents which result in physical harm, or serious threat of physical harm, to an employee or inmate of a detention facility or other person. Such records shall include the names of the persons involved, a description of the incident, the actions taken, and the

SAN FRANCISCO PRETRIAL DIVERSION PROJECT, INC.

567 - 7th Street
San Francisco, California 94103
(415) 626-4995

WILLIAM S. LEONG
Executive Director

February 26, 1998

MEMO TO: Captain Jan Dempsey

FROM: Will Leong

RE: Mentor Court Expenditures - 7/1/97 - 6/30/98

Actual Expenditures for Mentor Court Program (7/1/97-1/31/98)

Personnel	\$49,638
Fringe Benefits	9,431
Operating Expenses	4,805
Total Expenditures	\$63,874

Projected Expenditures for Mentor Court Program (2/1/98-6/30/98)

Personnel	\$43,629
Fringe Benefits	8,289
Operating Expenses	3,500
Total Projected Expenditures	\$55,418

Projected Total Mentor Court Expenditures for FY97/98: \$119,292

Feel free to call if you have any more questions.

WSL:sm

Item 11- File 98-256

Department:	Board of Supervisors
Item:	Ordinance reappropriating \$103,779 of FY 1997-98 budgeted funds for the Board of Supervisors to fund the costs of acquiring and installing a new legislative tracking system.
Amount:	\$103,779
Source of Funds:	Previously appropriated FY 1997-98 Board of Supervisors budgeted funds for Permanent Salaries (Excess Attrition Savings).
Description:	<p>The Board of Supervisors presently has a legislative tracking system which is installed on an antiquated Wang computer system. The purpose of the legislative tracking system is to maintain and provide information on the current status, final disposition, and history of legislation considered by the Board of Supervisors. According to Mr. Moe Vasquez, the project officer for upgrading the legislative tracking system for the Board of Supervisors, the current Wang system is technologically obsolete and does not meet the needs of the Board of Supervisors, the staff of the Clerk of the Board of Supervisors, other City officials, or the public. According to Mr. Vasquez, examples of the current system's deficiencies are as follows:</p> <ul style="list-style-type: none">• An inability to conduct full-text searches¹ of legislative information;• An inability to store the text of legislation;• An inability to share information quickly and easily with other City computer systems, such as the City's internet site;• An inability to automatically produce Board of Supervisors agendas and journals.

The proposed ordinance would reappropriate \$103,779 in the FY 1997-98 Budget for the Board of Supervisors from available surplus Permanent Salary monies for the purpose of acquiring and installing a new legislative tracking system. The funds requested are for training, professional services, equipment, and equipment maintenance.

¹ A full-text search capability enables queries of document groups based on any criteria, such as a document search to locate legislation containing the phrase "Treasure Island Project Office."

As shown in Attachment I provided by Mr. Vasquez, the major benefits of a new legislative tracking system would be to automate many of the Board of Supervisors legislative functions which are now not automated, such as developing agendas and journals, as well as providing new user-friendly functions not available in the Wang computer environment, such as full-text searches.

The Clerk of the Board of Supervisors is proposing to contract with Daystar Computer Systems, Inc., (Daystar) a Chicago, Illinois, computer software firm, for the acquisition and installation of Daystar's proprietary legislative tracking system known as Legistar. The contract would include training and technical consultant services required to install an operational legislative tracking system. Attachment II to this report, provided by Mr. John Taylor, Clerk of the Board of Supervisors, explains the process used to select Daystar, as the contractor.

A document entitled "City and County of San Francisco Legistar Procedures Analysis and Customization Specifications," developed by Daystar, which is included in the Clerk of the Board of Supervisors file, contains a detailed description of the legislative processes that would be supported by the Legistar System.

Budget:

A summary budget for the funding request of \$103,779 is as follows:

Application Software	\$20,275
Equipment Maintenance ²	8,683
Professional Services	48,485
Training	15,100
Travel Expenses	<u>9,340</u>
Subtotal	\$101,883
8.5 Percent Sales Tax ³	<u>1,896</u>
Total	\$103,779

Attachment III to this report contains a detailed budget for this \$103,779 request.

² Annual Equipment Maintenance Cost

³ The 8.5 percent Sales Tax is imposed on Application Software and Equipment Maintenance, which would require \$2,461, or \$565 more than the \$1,896 allocated.

Comments: 1. According to the City and County of San Francisco Legistar Procedures Analysis and Customization Specifications document⁴ prepared by Daystar, the following governmental units are running the Legistar System in a NetWare environment⁵:

Jackson County, MO
City of Lombard, IL
City of Milwaukee, WI
City of Orland Park, IL

2. The current implementation schedule for the Legistar system is as follows:

Fully operational system with the Clerk of the Board of Supervisors Office -- September, 1998
Electronic transmission from City Department -- March, 1999
System accessible City-wide -- June, 1999

3. Attachment IV to this report is a memorandum from Mr. Taylor which contains additional budget information and an explanation as to how potential risks associated with implementing the proposed legislative tracking system will be minimized.

Recommendation: Approve the proposed legislation.

⁴ Page 81

⁵ Netware is a computer system network software product, developed by Novell Corporation. The Board of Supervisors has a Netware 4.11 system, used by approximately 50 City employees for administrative work, eMail, text retrieval, and the internet. The proposed Legistar system would reside on existing computer equipment using the Netware 4.11 system.

Legislative Tracking System

- Features anticipated to be included in a new system for the Clerk of the Board of Supervisors

Some of this is designed to be helpful primarily to the Clerk's Office
Some of it is designed to be helpful to all users: members of the Board of Supervisors, other City officials, and members of the public.

- Ability to track legislation from introduction through Mayor's signature and newspaper publication.
- Automatic moving of text through various stages, thus reducing "cut and paste" and eliminating retyping anything.
- Ability to "attach" electronic documents such as agreements.
- Ability to print meeting and hearing notices automatically.
- Ability to quickly generate meeting minutes and Journals of Proceedings.
- Ability to quickly produce certified copies of legislation and other events.
- Ability to store, and quickly access, the vote on every item.
- Ability to quickly produce voting records of individual Supervisors.
- Ability to quickly produce attendance records of individual Supervisors.
- Ability to track referrals to other City officials.
- Ability to access all information both through on-line display and through printed reports.
- Ability to make full text searches.
- Ability to search for informal titles (e.g. the "Whistle Blower" program does not have that phrase in its legislation; it is officially the "Improper Government Activities" program.)
- Ability to display line by line history.
- Ability to display the introduced version, intermediate versions, and adopted version of all legislation.
- Ability to display on screen all resulting codes of ordinances.
- Ability to search by phrase, date, subject, sponsor, status, or title.
- Compatible with existing LAN computer equipment of the Clerk of the Board and with the City's Wide Area Network.
- Ability to access from any City computer, including those in public libraries
- Eventual ability to access from the internet.

Not all these results can happen this year, but the project will either accomplish them or enabled them.

February 23, 1998

Gwen Gee
 Director
 Committee on Information Technology
 875 Stevenson St. Fifth Floor
 San Francisco, CA 94103

Dear Ms. Gee:

During the last four years the Board of Supervisors has been looking for a Windows based system to replace its Wang Legislative database. San Francisco County has unique needs, unlike those of many other cities and counties in California, in that the Board of Supervisors has a committee structure that requires the tracking of legislation through both the Committee and the Board process.

After formalizing our needs, we talked to many Clerks in other jurisdictions and visited vendor booths at conferences of the League of California Cities, California State Association of Counties, and the City Clerks Association of California. From the information obtained at these visits, three software vendors (Questys, Laserfiche, and Daystar) were asked to explain the functionality of their products in greater detail. Of these vendors, two (Laserfiche and Daystar) were invited to conduct (and did conduct) product demonstrations on site at the Board of Supervisors. We also attended demonstrations of Questys on two separate occasions at other locations.

It is our conclusion that the only system that meets our needs is the Daystar product Legistar. The city of Oakland, which has a committee system much like our own, conducted its own search for a legislative system and reached the same conclusion.

We have contacted representatives of the cities of Milwaukee Wisconsin, Orland Park Illinois, and Jackson County, Missouri (jurisdictions with automated environments similar to the Board of Supervisors) and obtained user references for Legistar. Without exception, these jurisdictions were completely satisfied with Legistar performance as well as with Daystar's customer support.

In December 1997, Daystar completed a Specifications Analysis for the Board. The resulting Procedures Analysis and Customization Specifications Report formalizes the vendor deliverables expected by the Board including the degree of software customization required. This report is available for your review at your request

12 Cost Analysis

12.1 Software

APPLICATION SOFTWARE				Table A	
Code Number	Description of Application or Product	Qty	Price per Unit	Total Charge	Annual Maintenance
DCS-LEG-303	Legistar for Windows v3.5 16bit Network Base/First User	1	9500	9500	1425
DCS-LEG-305	Legistar for Windows v3.5 16bit Additional Network User	19	350	6650	998
DCS-LEG-309	Legistar for Windows v3.5 16bit Network Site License		35000		
DCS-LEG-401	Legistar v4 0 32bit Network Site Lic 0-50k population		12000		
DCS-LEG-402	Legistar v4 0 32bit Network Site Lic 50-100k population		17000		
DCS-LEG-403	Legistar v4 0 32bit Network Site Lic 100-250k population		30000		
DCS-LEG-404	Legistar v4 0 32bit Network Site Lic 250-750k population		40000		
DCS-LEG-405	Legistar v4 0 32bit Network Site Lic 750-1.5m population		50000		
DCS-LEG-406	Legistar v4 0 32bit Network Site Lic over 1.5m population		75000		
MSF-LEG-211	MS-SQL/Server Base LAN Server License w/5-users		11750		
MSF-LEG-213	MS-SQL/Server Concurrent Client License (Minimum 20)		130		
DCS-AIM-110	AIMS - Archival & Imaging Management System		1650		
DCS-CTS-401	ConTrack Constituent Tracking Single-User v1.1		595		
DCS-CTS-403	ConTrack Constituent Tracking Network Base		995		
DCS-CTS-405	ConTrack Constituent Tracking Network User		175		
DCS-CTS-409	ConTrack Constituent Network Site License		9000		
ISY-FTS-01	ISYS Full Text Search Single-User		435		
ISY-FTS-03	ISYS Full Text Search 3-user LAN Pack		1100		
ISY-FTS-05	ISYS Full Text Search 5-user LAN Pack		1800		
ISY-FTS-10	ISYS Full Text Search 10-user LAN Pack	1	3500	3500	520
ISY-4-5-32	ISYS 5-User LAN, v4 0/16 upgrade to v5 0/32, install by City	1	625	625	
ISY-WEB-00	ISYS WEB Server Site License		6000		
	Real-time Communications Software License		150		
DCS-Credit	Trade-in credit for Legistar License Upgrade 3.51 to 4.0				
APPLICATION SOFTWARE TOTAL:				\$20,275	\$2,943

12.2 Project and Training Services

PROJECT SERVICES & OPTIONS					Table B
Service Code	Service Description	Qty	Unit Price	Total	Annual Maintenance
	Basic On-Site Specification Analysis		3500		
	Extended On-Site Specification Analysis		6000		
	Comprehensive On-Site Specification Analysis		12000		
	Custom Software Integration & Installation (Daily)	5.5	750	4125	
	MS SQL/Server Installation (Apprx. 4 Days)		3000		
	Training Database On-Site Setup & Installation (Daily)	1.0	750	750	
	Customization and Standard Programming (Hourly)	287.0	100	28700	5740
	Customization and Standard Programming (Daily)		750		
	Technical Assistance/Help Desk (Daily)	7.0	750	5250	
	Legislative Procedures Analysis (Daily)		1100		
	Project Management (Daily)	8.5	960	8160	
	Custom Data Conversion (Daily)	1.5	750	1125	
PROJECT SERVICES & OPTIONS TOTAL:				\$48,110	\$5,740

TRAINING SERVICES					Table C	
Training Code	Training Type Description	Trng Units	Max # of Students		Unit Price	Training Cost
	Legistar System Overview (1.5 Hours)	1	32	32	300	300
	Legistar General User Training (2 Days)	2	8	16	2400	4800
	Legistar System Administrator Training (1 Day)	2	4	8	1200	2400
	ISYS Full Text Search User Training (2.5 Hours)		8		375	
	ISYS Full Text Search Administrator Training (1.5 Hours)		4		225	
	ConTrack System User Training (1.5 Hours)		8		225	
	ConTrack System Administrator Training (1.5 Hours)		4		225	
	General Product Training (Hourly)		8		150	
	General Product Training (Daily)	3			1200	3600
	Legistar User Training Manual	56			35	1960
	Legistar System Administrator Training Manual	4			30	120
	ISYS User Training Manual				25	
	ISYS System Administrator Training Manual				20	
	Printed Legistar User Manual Set				95	
	Printed ConTrack User/Administration Manual				55	
This configuration requires training materials and course preparation time of			2	day at	960	per day
(Minimum of 1.5 days or \$1800) TRAINING SERVICES TOTAL:						\$15,100

12.3 Expenses and Project Summary

ESTIMATED PROJECT TRAVEL EXPENSES & DIRECT COSTS				Table D
Expense Code	Expense Description	Qty	Unit Price	Total
	Round Trip Air Fare	7	450	3150
	Per Diem	23	30	870
	Hotel	28	140	3920
	Car Rental		50	
	Taxi & other local ground transportation	56	10	560
	Airport shuttles	28	30	840
ESTIMATED PROJECT TRAVEL EXPENSES & DIRECT COSTS TOTAL*:				\$9,340

* Expenses are estimates only and all reasonable out-of-pocket travel expenses will be billed to the client without markup. Where projected expenses are required for fixed price contracts, Daystar will use current full-fare coach costs, hotel rates, and government approved per diem rates. Where possible, Daystar will work with the client to take advantage of allowable government rates and discounts for travel and lodging.

PROJECT COSTS TABLES SUMMARY SHEET		
Cost Table Description	Total Charges	Annual Maintenance
Table A - Application Software	\$20,275	\$2,943
Table B - Project Services & Options	\$48,485	\$5,740
Table C - Training Services	\$15,100	n/a
PRODUCT AND SERVICES SUB-TOTAL	\$83,860	\$8,683

PHASE DELIVERY & PAYMENT SHEET		
Phase Description	Amount Due	Percent Due
Project Planning - Specifications and Implementation Plan	\$20,965	25%
Customization - Report & Program changes & Data table loading	\$33,544	40%
Installation & Training - On-site Installation & User Training	\$20,965	25%
4 Week Performance Period & Concurrent Operation	\$8,386	10%
Phase Delivery Sub-Total	\$83,860	100%
Table D - Estimated Expenses (Billed as incurred)	\$9,340	
Annual Maintenance Begins (90 days after installation)	\$8,683	
PROJECT DELIVERABLES, EXPENSES AND ANNUAL MAINTENANCE TOTALS	\$101,883	

The tables above represent a cost summary for the purchase of the Legistar system and related products and services. The PROJECT COSTS SUMMARY SHEET indicates the total costs as detailed on the supporting tables. The PHASE DELIVERY & PAYMENT SHEET breaks down the total project into a phased delivery and payment schedule with the amount due upon completion of each phase.



401 Van Ness Avenue, Room 308
San Francisco 94102-4532
554-5184

BOARD of SUPERVISORS

February 26, 1998

Stan Jones
Office of the Budget Analyst
1390 Market St, Room 1025
San Francisco, CA 94012

Re: File 98-0256

Per your request to Moe Vazquez, listed below are the professional services hourly rate for Daystar services and the average hourly rate for all services.

Customization:	\$28,700 for 287 hours.	\$100.00/hr
On Site Technical Assistance	\$5,250 for 56 hours	\$ 93.75/hr
Project Management	\$8,180 for 68 hours	\$120.30/hr
Custom Data Conversion	\$750 for 12 hours	\$ 62.50/hr

Average hourly rate: \$101.37/hr

Risks associated with implementation of this project will be minimized by:

Installing a thoroughly tested legislative software package successfully in use in other jurisdictions.

Placing in operation a Beta installation prior to the cut-over installation, which will give the vendor and the department an opportunity to fine-tune custom reports, and work out any other details before full implementation.

Using an incremental pay-for-performance payment schedule with the vendor

A parallel production period of four to six weeks during which both the existing Wang system and Legistar will be run concurrently.

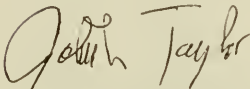
The completed Procedures Analysis and Customizations Specifications Report on which the Department and the vendor have invested much time, provides the vendor and the Department with the necessary specificity, laying a solid foundation for the project.

Costs of running the system after implementation are limited to technical support for fiscal year '98-'99 of \$8,420. This figure is included in the appropriation amount. No additional

personnel will be required by the Department for the operation and administration of the software.

There is an additional cost of approximately \$1,800 in FY '97-98 over and above the amounts in the appropriation ordinance. These funds would be expended in the acquisition and installation of a WORM CD ROM drive to the Department server. This cost will be funded from an existing appropriation

Feel free to contact Moe Vazquez, the Legistar Departmental Project Manager, should you have any further questions.



John L. Taylor
Clerk of the Board

Item 12 – File 98-243

Department: District Attorney

Item: Ordinance appropriating \$292,932 of Public Protection grant funds to purchase new computer equipment, office furniture, automobiles, law books and for facility maintenance for the District Attorney.

Amount: \$292,932

Source of Funds: State Supplemental Law Enforcement Services Fund

Description: In 1996, the California Legislature created the Supplemental Law Enforcement Services Fund (SLESF) through AB 3229 in order to implement the Citizens Option for Public Safety Program. This Program is designed to allow local law enforcement agencies to enhance and expand their activities by providing SLESF funds to supplement local law enforcement funds. These SLESF funds are allocated among the local law enforcement agencies in each county, with a requirement that 12.5 percent of the funds be allocated to the District Attorney's Office. The allocation of SLESF funds to San Francisco law enforcement agencies was \$2,343,456, of which 12.5 percent, or \$292,932, was allocated to the District Attorney's Office.

In accordance with this supplemental appropriation request, the District Attorney's Office would expend the subject \$292,932 as follows:

Local Match: \$7,163 is the District Attorney's required portion of the local match for the Citizen's Option of Public Safety – Making Officer Redeployment Effective (COPS-MORE) Grant Program. Use of AB 3229 funds to pay the required local match of the COPS-MORE grant was approved by the Board of Supervisors in April of 1997 (File 10-96-52). Through the COPS-MORE Program, the San Francisco Police Department would purchase the computer equipment necessary to establish a Local Area Network (LAN), which would link the SFPD's Investigation Bureau and the District Attorney's Office. The LAN will enable the SFPD and the District Attorney

to share case file information and make the rebooking/warrant approval process more efficient.

Office Furniture Upgrade and Acquisition: \$39,000 for the purchase of 20 computer workstations and 20 computer workstation chairs for attorneys and investigators, 40 locking file cabinets for attorneys, and 50 chairs to be used by attorneys, investigators, and staff.

Law Books: \$5,000 would be allocated to the purchase of updates to existing codes, additional sets of California Jury Instructions, replace lost books, and to acquire new publications.

Information Technology: \$120,788 to purchase 25 new computers (\$86,996), implement a Wide Area Network (\$20,600) that shares information between the 850 Bryant Street District Attorney headquarters and the other three District Attorney sites, including 732 Brannan Street, the Youth Guidance Center at 375 Woodside, and the Family Support Bureau at 617 Mission Street, and to provide intranet, internet, and e-mail access to employees (\$13,192). Improved communication and electronic resources by San Francisco law enforcement agencies was recommended in the Civil Grand Jury report on Information Technology, May 1996.

Automobiles: \$72,000 would pay for three new unmarked Police vehicles. According to Ms. Teresa Serata of the District Attorney's Office, the District Attorney's Office currently has 35 unmarked Police vehicles, out of a total of 38 vehicles. These unmarked Police vehicles are unmarked police cars equipped with a red light and radio communication equipment, and are the same as unmarked vehicles used by the Police Department.

According to Mr. Michael Koppel of the District Attorney's Office, the District Attorney's Bureau of Investigations has 17 vehicles that are ten years old or older and, as of February 1997, 11 of these vehicles have odometer readings between 100,000 and 147,000 miles. Two of the 17 vehicles no longer function and were recently turned in to Central Shops. During the last two and one-half years, maintenance for the other 15 vehicles was over \$75,000,

Memo to Finance Committee
March 4, 1998 Finance Committee Meeting

which is not cost effective, according to the District Attorney. The District Attorney reports that District Attorney Investigators use vehicles regularly to conduct their investigations and transport victims and witnesses to court appearances and/or interviews with the staff of the District Attorney's Office.

Facilities Maintenance: \$49,981 would be work ordered to the Department of Public Works (DPW) to upgrade the electrical circuits and add telephone lines in order to accommodate the additional equipment. The DPW work order would also include funds to renovate space in room 305 of the Hall of Justice at 850 Bryant Street, referred to as the "old library," presently used for storage and office space for two people. The renovation will allow the room to accommodate six new computer workstations for attorneys, as well as installation of audio visual equipment. The proposed workstations in room 305 would provide six employees with 175 square feet each of work space.

Required Match: None

Budget:	Local share grant match for the	
	COPS-MORE Grant Program	\$7,163
	Office furnishings	39,000
	Law books	5,000
	Information technology	120,788
	Automobiles (3)	72,000
	Facilities Maintenance	
	(DPW-Building Repairs)	<u>48,981</u>
	Total	\$292,932

Attachment I, prepared by the District Attorney's Office, provides a detailed budget for this \$292,932 request.

Comments: 1. As previously noted, of the subject \$292,932, the District Attorney's Office has budgeted \$72,000 to purchase three new unmarked Police vehicles at a price of \$24,000 each. According to Ms. Serata, District Attorney Investigators respond to all shootings involving peace

BOARD OF SUPERVISORS
BUDGET ANALYST

officers and deaths of persons in custody, as well as conducting patrol functions during emergency situations. Ms. Serata reports that the on-call investigators will use the unmarked Police vehicles, which include radio communication equipment and red lights, to respond to these incidents since they are in fact functioning as peace officers in these situations.

2. Attachment II is a memo from the District Attorney's Office describing the improved efficiencies resulting from the proposed expenditures of SLESF funds.

Recommendation: Approve the proposed resolution.

ATTACHMENT I

Attachment I**Local Share Grant Match**

Required portion of the local match for the federal "Community Oriented Policing Services-Making Officer Redeployment Effective" (COPS-MORE) grant program	\$	7,163
Subtotal	\$	7,163

Office Furniture Upgrade & Acquisition

20 Workstations	\$300 each	\$	6,000
20 Ergonomic Chairs	\$300 each	\$	6,000

Workstations and chairs are for the computers. We will place 12 of the computers in offices where they can be shared and the remaining 8 in Rooms 301 and 305.

40 Locked 5 drawer files	\$300 each	\$	12,000
Currently, case files are in boxes stacked on the floor in attorneys' offices. The locked file cabinets are for security purposes.			

50 Ergonomic Chairs	\$300 each	\$	15,000
We need to replace broken chairs, which are causing health and safety problems for the staff and to purchase ergonomic chairs to comply with OSHA standards.			
Subtotal		\$	39,000

Law Books		\$	5,000
Funds to buy updates to existing codes, purchase additional sets of California Jury Instructions, replace lost books, and buy new publications.			
Subtotal		\$	5,000

Information Technology			
Purchase 25 new computers		\$	86,996
Implement Wide Area Network to share information between 850 Bryant Street (headquarters) and three remotes site (732 Brannan St., Youth Guidance Center-375 Woodside, and Family Support Bureau-617 Mission)		\$	20,600
Provide intranet, internet, and e-mail access to District Attorney's Office staff		\$	13,192
Subtotal		\$	120,788

Automobiles			
Purchase 3 police-equipped vehicles to replace those that are either no longer functional or the cost to maintain them has become increasingly prohibitive.	\$24,000 each	\$	72,000
Subtotal		\$	72,000

Facilities Maintenance

Building Repair-Room 305		\$	19,784
DET-Room 305		\$	1,980
The "old" library is currently being used as an office for two people and for storage. We plan to reconfigure the space to install six computer workstations for attorneys and audio visual equipment, includes new electrical circuits and phone/computer lines.			

Building Repair-Room 301		\$	7,600
DET-Room 301		\$	660
Reconfigure Room 301 to install computer workstations for investigative staff.			

Building Repair/DET		\$	18,977
Installation of electrical circuits, wiring, and phone/computer lines for new computer equipment and existing stand alone computers to provide access to the network			
Subtotal		\$	48,981

TOTAL		\$	292,932
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TERENCE HALLINAN
DISTRICT ATTORNEY
CITY AND COUNTY OF SAN FRANCISCO

Attachment I

MEMORANDUM

DATE: February 25, 1998

TO: Taylor Emerson
Budget Analyst's Office

FROM: Teresa Serata *[Signature]*
District Attorney's Office

SUBJECT: Request for Information for File # 98-243

The following is our response to your request for additional information for File # 98-243:

The monies from Supplemental Law Enforcement Services Fund (AB3229) should result in improved efficiencies in the District Attorney's Office. Telos Consulting Services conducted a study to identify our computing resource needs and their Automation Strategy and Implementation Plan has been the basis of our multi-phase approach to upgrade our automation environment. The AB3229 expenditure of funds would provide each network user access to several needed and necessary information resources and services: secure, centralized, network file storage, network access to multiple printers, server-based applications, centralized database access, extensive e-mail services (both intra-office and Internet), Internet access, connectivity with remote office sites, secure remote access to the network, and intranet resource development.

Resources like e-mailing will allow staffers to communicate efficiently with each other as well as with other staffers; adequate centralized network file storage will allow us to archive old cases now currently stored on hard drives of 386 computers, slowing down computers and using up disk space; the use of information resources available internally and on the Internet will greatly reduce the amount of research time spent by attorneys, interns, and legal support staff; the use of newer applications will strengthen job performance and enhance job quality; and the ability to transfer shared files via computers will improve communications and job performance for offices outside the Hall of Justice.

Item 13 - File 98-244

Department: Public Transportation Commission (PTC)
Municipal Railway (MUNI)

Item: Ordinance reappropriating \$114,363 of Citizens' Option for Public Safety (COPS) Revenue to fund the acquisition, installation, and expansion of the Video Surveillance Program on MUNI vehicles.

Amount: \$114,363

Source of Funds: Previously appropriated COPS Program State Grant Funds allocated to the Mayor's Criminal Justice Council

Description: MUNI instituted a pilot Video Surveillance Program (VSP) on the 14 Mission Line in May of 1995 for the purpose of determining the effect of such a program on passenger and driver safety. The VSP has not been expanded since May of 1995. Under the VSP, four video cameras, one video recorder, and related equipment have been installed on 10 buses on the 14 Mission Line for the purpose of continuously video recording all activity on the buses. Since buses equipped with video surveillance equipment have markings so indicating, and two of the four video cameras are visible to passengers on the buses, according to Mr. Phil Chin of MUNI, the video surveillance equipment acts as a deterrent to illegal activity by having the capability of video recording such activity and enabling law officials to identify the perpetrators.

As stated above, a total of ten buses on the 14 Mission Line were equipped with the video surveillance equipment, including four video cameras and one video recorder on each of the ten buses. According to Mr. Chin, the 10 buses equipped with such video surveillance equipment have averaged 0.23 trouble (incident) reports per bus, per month, as compared to an average of 1.1 trouble reports per bus, per month, for buses which have not been equipped with the video surveillance equipment. This represents a reduction of approximately 79 percent in trouble reports.

Mr. Chin reports that due to the positive response to the VSP by the Police Department and by various community groups, MUNI intends to expand the VSP by equipping 12 additional buses on the 14 Mission Line with the above-noted video surveillance equipment.

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The proposed ordinance would appropriate \$114,363 of COPS Program grant funds previously allocated to the Mayor's Criminal Justice Council (MCJC) for the purpose of funding the video surveillance equipment and related costs for 12 additional buses on the 14 Mission Line.

Budget: A summary budget for the funding request of \$114,363 is as follows:

Video Surveillance Equipment	\$103,400
Labor	8,276
Materials and Supplies	<u>2,687</u>
Total	\$114,363

Attachment I to this report, provided by Mr. Chin, contains a detailed budget for this request.

Comments: 1. MUNI intends to begin operating the Video Surveillance Program on the additional 12 buses on 14 Mission Line on April 1, 1998.

2. Attachment II, provided by Mr. Chin, includes information concerning MUNI's plans for including video surveillance equipment on an additional 589 buses and light rail vehicles. The types of MUNI buses and light rail vehicles planned to be equipped with the video surveillance equipment are shown in Attachment II. According to Mr. Chin, MUNI expects the first of the buses and light rail vehicles listed in Attachment II to become operational in late 1998 or early 1999. Although MUNI has not designated the buses and light rail vehicles to specific lines, Mr. Chin reports that the priority to equip MUNI vehicles with video surveillance equipment would be given to MUNI lines with high crime rates.

3. According to Mr. Chin, the estimated cost to implement the VSP on 589 buses and light rail vehicles ranges between \$5.5 million and \$7 million, depending on the state of the technology available and desired when the buses are so equipped.¹ Mr. Chin states that this video surveillance

¹ Possible technology improvements that may be included with future video surveillance equipment acquired by MUNI include (1) radio transmission of video data and (2) radio or hard-wire downloading of video data, as opposed to manual retrieval of disk drives.

equipment would be entirely paid for by Federal and State grants. Attachment III to this report, provided by Mr. Chin, is a list of the estimated grants and when such grant monies are expected to be received. According to Mr. Chin, no General Fund monies would be used to pay for this expanded Video Surveillance Program. Mr. Chin reports that MUNI expects to accept delivery of the 589 vehicles beginning in late-1988 or early-1999 and extending through 2002.

Recommendation: Approve the proposed ordinance.



TRANSIT POLICE AND SECURITY
SAN FRANCISCO MUNICIPAL RAILWAY

1345 TURK STREET, SAN FRANCISCO, CA 94115

(415) 292-2045 FAX (415) 292-2053



Date: February 25, 1998

To: Stanton Jones
Budget Analyst's Office

From: Phil Chin *PC*
Acting Security Manager, MUNI

RE: Item #98-244, Revised Explanation of Expenditures for Video Surveillance Program (VSP) / Supplemental Appropriations Requests

The request for \$114,369 in MCJC (COPS-AB 3229) funds is for the following uses:

1. Acquisition and Installation of Surveillance Systems
 - a) Four - camera video surveillance systems w/installation
 @ \$6,000 ea. X 12 = \$72,000
 - b) Viewing station
 @ \$7,000 ea X 1 = \$7,000
 - c) Spare surveillance systems
 @ \$5,000 ea X 2 = \$10,000
 - d) Spare disc drives
 @\$300 ea. X 48 = \$14,400

Total Systems Acquisition and Installation Cost \$103,400
2. Labor Costs
 - a) Salaries - One FTE position to change, tag, review, catalog, and manage the recording media as well as to answer calls and prepare media as evidence for trial.
 One Class 1406 Sr. Clerk @ \$1,086 B/W x 6 pay periods =
 \$6,516
 Total Salaries \$6,516
 - b) Fringe benefits @ 27% \$1,760
 - Total Labor Cost \$8,276

3. Materials and Supplies - Materials and Supplies including such items as cabinets, computer tables, and chairs will total \$2,681

a) Total Materials and Supplies \$2,687

Total Projected Program Cost \$114,363

Total Requested In This Supplemental \$114,363

The Video Surveillance Program requires that the recording medium be changed out on a daily basis in order to ensure the ability to capture pertinent information within a 24-hour time span. Due to a three-day operating scenario (3-day window for reports), it is necessary to catalog, review, and store three sets of recording media (thirty-six disk drives). It is also necessary to produce copies of evidence as needed and to provide viewing opportunities for law enforcement personnel. Without the ability to do that, any information captured on the VSP system would be recorded over and lost. MUNI would have no ability to provide information of use to the police or District Attorney. MUNI would also be legally liable for purporting to provide a video surveillance system that in reality cannot provide any record of events.

Key to meeting the program requirements is the addition of one Class 1406 Senior Clerk. The daily activities for the position and estimated time needed to complete them is as follows:

Estimated Work Breakdown for 1406 Clerk

<u>Daily Activity</u>	<u>Hours</u>
Travel Time to/from Security/Potrero division	.75
Change out recording medium for 12 VSP equipped vehicles (@10 min. each)	2.00
Quality Assurance review of 12 VSP disk drives (@ 10 min. each)	2.00
Review of disk drives for reported incidents (estimated 2 cases daily @30 min per case)	1.00
Cataloging and storage of disk drives, copying information, addressing telephone incident reports, and report preparation	1.25
Total	7.00

MUNI has devoted some existing staff time (about 20% FTE) to the pilot program which can be used to manage and augment an expanded VSP but cannot provide the level of support to negate the need for the Class 1406 Senior Clerk.

The labor costs are 6 pay periods from mid April 1998 until the beginning of the fiscal year (1989-99) in July 1998.

Please contact me at 292-2048 if you have any questions regarding our supplemental appropriation request for the Video Surveillance Program.

DIVISION: DIRECTOR'S OFFICE

EXPLANATION:

In May 1995, MUNI initiated a pilot project to test the effectiveness of on-board video surveillance systems to deter criminal activity on MUNI revenue vehicles. Ten articulated trolley coaches assigned to Potrero Division were retrofitted with VCR type video surveillance systems and deployed almost exclusively on the 14 Mission line.

During the initial six-month period, numerous problems were encountered that prevented an accurate assessment of the system's capability. The systems were de-bugged and corrective measures were instituted that finally resulted in greater reliability of the systems in the fall of 1995.

From October 1995 through June 1997, the ten coaches equipped with video surveillance systems were evaluated against the rest of the coaches deployed on the 14 Mission line using the number of trouble reports as the measuring criteria. In the twenty-one month period, the video surveillance equipped coaches generated a total of 89 trouble reports as compared to 634 for the 14 line as a whole. With a weekday deployment of 27 coaches, the 14 line averaged 1.1 trouble reports per coach per month. By comparison, the ten video equipped coaches only averaged 0.23 trouble reports per coach per month, almost five times less likely to generate trouble reports. These findings indicate strongly that on-board video surveillance systems may be an effective crime deterrent on MUNI revenue vehicles.

Subsequent to learning of these results, members of the San Francisco Police Department as well as numerous community representatives have called on MUNI to increase the number of buses equipped with video surveillance systems.

MUNI is currently including specifications for digital video surveillance systems in the procurements for the following vehicles:

1. 59 LRV III's
2. 30 Articulated and 220 Standard Trolley Coaches
3. 280 Articulated and Standard Motor Coaches

None of these procurements, however, will have any impact on the Mission corridor until at least the spring of 1999.

Due to the concerns regarding the Mission corridor expressed by numerous members of the community and the Mayor's commitment to accelerate MUNI's Video Surveillance Program (VSP), staff is proposing the retrofit of an additional twelve (12) articulated trolley coaches during the last quarter of the 1998 fiscal year in order to improve safety on the 14 Mission line.

The \$120,000 requested from the Mayor's Criminal Justice Council will pay for the cost of acquisition and installation of video surveillance systems on the articulated trolley coaches, as well as the operational costs of the VSP.



TRANSIT POLICE AND SECURITY
SAN FRANCISCO MUNICIPAL RAILWAY

1345 TURK STREET, SAN FRANCISCO, CA 94115

(415) 292-2045 FAX (415) 292-2053



Attachment III

Date: February 25, 1998

To: Stanton Jones
 Budget Analyst's Office

From: Phil Chin 
 Acting Security Manager, MUNI

RE: Item #98-244 - Funding breakdown for procurement of 589 Video-Equipped MUNI Vehicles

59 LRV's	est. Federal	\$145,806,858
	est. State	\$55,193,000
	est. Local match	\$41,728,855
		<hr/> \$242,728,713.

250 Trolleys	est. Federal	\$151,769,383
	est. State	\$26,694,608
	est. Local match	\$29,136,009
		<hr/> \$207,600,000.

280 Motor Coaches	est. Federal	\$99,325,560
	est. State	-0-
	est. Local match	\$47,987,581
		<hr/> \$147,313,141.*

*280 coaches out of a larger procurement of 455 coaches

Item 14 - File 98-245

Department: Department of Real Estate

Item: Resolution authorizing and approving a renewal, negotiated lease with the San Francisco Convention and Visitors Bureau, without competitive bidding, for space in the Benjamin H. Swig Pavilion in Hallidie Plaza.

Location: Benjamin H. Swig Pavilion (Pavilion) at the plaza level of Hallidie Plaza, at the corner of 5th Street and Market.

Purpose of Lease: To renew the lease between the San Francisco Convention and Visitors Bureau (Bureau) and the City for the Pavilion space at Hallidie Plaza, which expired August 31, 1996.

Lessor: City and County of San Francisco

Lessee: San Francisco Convention and Visitors Bureau

No. of Sq. Ft.: The subject lease site is 4,895 square feet.

Annual Cost: \$1.00

Utilities and Janitorial Services: All costs for utilities and janitorial services would be the responsibility of the Bureau as lessee.

Term of Lease: The subject lease agreement shall commence retroactively on November 1, 1997, upon approval by the Board of Supervisors, and expire on October 31, 2002, for a term of five years.

Right of Renewal: The Bureau would have the option to extend the term for an additional two periods of five years each, for the same rental rate of \$1.00 per year.

Description: The proposed resolution would renew a lease with the San Francisco Convention and Visitors Bureau for approximately 4,895 square feet of space in the Benjamin H. Swig Pavilion at the plaza level of Hallidie Plaza at the corner of 5th and Market Streets.

Comments:

1. According to Ms. Claudine Venegas of the Department of Real Estate (DRE), the Bureau's lease with the City for the subject space at Hallidie Plaza expired on August 31, 1996, but the Bureau has continued to occupy the space on a month-to-month lease. The City was not able to renew the lease because the subject site was not in compliance with the Americans with Disabilities Act until November 1, 1997, when the City completed construction of an elevator that travels from the street level to the plaza level. If approved, the proposed lease would commence on November 1, 1997. As such, the proposed legislation should be amended to provide for retroactivity.

2. Under the previous lease with the San Francisco Convention and Visitors Bureau, which expired August 31, 1996, the Bureau also paid the City \$1.00 per year for 4,895 square feet of the Pavilion at Hallidie Plaza.

3. According to Ms. Venegas, the estimated fair market value of the proposed lease space (estimated without conducting a formal rental survey) is approximately \$2.00 per square foot, or \$9,790 per month, or \$117,480 annually. However, according to Mr. Anthony DeLucchi of the DRE, it is in the best interest of the City to continue to lease the subject space to the San Francisco Convention and Visitors Bureau at \$1.00 per year because the Bureau provides information services to San Francisco visitors, which is a public purpose that promotes the general welfare of the community.

Recommendation:

1. Amend the proposed resolution to provide for retroactivity.

2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

Items 15 and 16 - Files 98-140 & 98-141

Note: These items were continued by the Finance Committee at its meeting of February 4, 1998.

Department: Department of Public Health (DPH)

Items: File 98-140 - Supplemental appropriation ordinance appropriating \$1,500,000 of Tobacco Settlement Revenues to the Department of Public Health (DPH) Community Health Service to fund health education, promotion and enforcement programs to discourage smoking among minors.

File 98-141 - Ordinance amending the 1997-98 Annual Salary Ordinance to reflect the creation of two new limited tenure positions in the Department of Public Health (DPH).

Amount and

Source of Funds: \$1,500,000 in proceeds from a Settlement and Consolidation Agreement with the R.J. Reynolds Tobacco Company regarding Mangini v. R.J. Reynolds Tobacco Company, et al.

Description: On September 9, 1997 a Settlement and Consolidation Agreement (Agreement) was reached with R.J. Reynolds Tobacco Co. (RJR) in Mangini v. R.J. Reynolds Tobacco Company, et al. Pursuant to the Agreement, RJR will discontinue the Joe Camel Campaign, release documents relating to the campaign to the public, and pay \$10,000,000 to the City and County of San Francisco, which served as the lead litigator.

On October 6, 1997 the Board of Supervisors approved a resolution to accept funds in the amount of \$10,000,000 made available in Mangini v. R.J. Reynolds Tobacco Company, et al. and distribute such funds according to the terms of a Settlement and Consolidation Agreement (File 194-97-2.1). Under the terms of the Agreement, of the total amount of \$10,000,000, (a) \$1,000,000 would be used to compensate San Francisco and the 13 other California cities and counties which participated in the litigation for public attorney time spent on the litigation (File 101-97-53) and (b) \$9,000,000 would be used to finance education, enforcement and advertising campaigns by California cities and counties to discourage smoking by minors. Of the \$9,000,000 to be used

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March 4, 1998 Finance Committee Meeting

for education, enforcement and advertising campaigns, San Francisco will receive a total of \$1,500,000. The proposed ordinance (File 98-140) would appropriate this \$1.5 million in tobacco settlement revenues to DPH's Community Health Services to fund health education, promotion and enforcement programs to discourage smoking among minors.

The proposed ordinance (File 98-141) would amend the 1997-98 Annual Salary Ordinance to reflect the creation of two new positions for the DPH as follows:

<u>Position Title</u>	<u>No. of Positions</u>	<u>Biweekly Salary</u>	<u>Annual Salary @ Step 1</u>	<u>Annual Salary @ Step 5</u>
2822 Health Educator	2	\$1,818 -\$2,209	\$47,450	\$57,655

Comment: According to Ms. Monique Zmuda of the DPH, the DPH is requesting that both items be continued to the call of the Chair in order to provide DPH with additional time to revise the proposed expenditure plan for the subject tobacco settlement funds.

Recommendation: Continue the proposed ordinances (Files 98-140 and 98-141) to the call of the Chair, as requested by the Department.

Item 17 - File 101-97-24

Note: This item was continued by the Finance Committee at its meeting of January 7, 1998.

Department: Fire Department

Item: Hearing to consider (a) why the Fire Department has already expended its entire Fiscal Year 1997-98 budget for overtime, and (b) what steps the Fire Department is taking to curb abuses of overtime and disability pay.

Description: 1. The Budget Analyst has reviewed recent Fire Department expenditure projections provided by the Controller. Based on this review, we estimate the following potential outcomes:

- Based on their average rate of spending through the first sixteen pay periods of the current Fiscal Year, the Fire Department is projected to overspend their revised budget for salaries and fringe benefits by approximately \$4.4 million. However, the Budget Analyst notes that the Fire Department's rate of spending has decreased recently.
- If the Fire Department spends at the same rate as the latest pay period, the Fire Department would overspend their revised budget for salaries and fringe benefits by approximately \$1.4 million, indicating that the current rate of spending is significantly less than in the first half of the Fiscal Year.
- If the Fire Department spends at the rate the Department itself has specified in their current spending plan, the Fire Department will overspend their current budget for salaries and fringe benefits by \$932,000.

2. The Budget Analyst has reviewed the Fire Department's latest report on average daily overtime shifts in Suppression Units and absenteeism factors that contribute to such overtime. During the first eight pay periods of the current Fiscal Year, the Fire Department averaged 27.2 overtime shifts per day. This average declined to 11.7 overtime shifts per day for the last eight pay periods, a decrease of 57%. Additionally, the Fire Department notes that, on November 8, 1997, the Department assumed fire protection responsibility for Treasure Island, necessitating six overtime shifts per day for the increased suppression responsibility. The average of 11.7 overtime shifts per day includes the six overtime shifts caused by the new Treasure Island responsibilities.

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The primary contributing factor to this decline in overtime shifts for the past eight pay periods has been an increase in total staffing, due to the assignment of new Firefighters to suppression duty after completion of their training in November, 1997 and a reduction in Disability Pay which averaged 27.4 shifts per day during the first eight pay periods of the Fiscal Year, but has declined to a current level of 14.1 shifts per day.

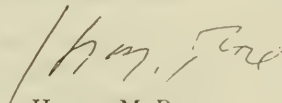
3. On February 9, 1998, the Fire Department issued a "Report in Response to Issues from Board of Supervisors Finance Committee Hearing 1/7/98". This report provided lengthy discussions of the following issue areas:

- Holiday Pay Issues;
- Staff Pay;
- Pay for Firefighters (Straight time and Overtime);
- Fiscal Impact of Trade Pay Backs with Time Coming (compensatory time off) Transfer;
- Analysis Linking Time Coming Requests to Department Tasks.

Comment:

1. Although the Fire Department has reduced its spending for overtime pay somewhat in the last eight pay periods, it appears likely that the Department will require a second supplemental appropriation during the current fiscal year of an estimated \$1.4 million, based on current projections of spending for salaries and fringe benefits (including overtime), unless significant budgetary savings can be realized in other non-salary related objects of expenditure.

2. Deputy Chief Harold Gamble of the Fire Department reports that the Department is working with the Controller's Office to develop a new spending plan that will reduce their projected yearend deficit to approximately \$400,000.



Harvey M. Rose

cc: Supervisor Teng
President Kaufman
Supervisor Newsom
Supervisor Ammiano
Supervisor Bierman
Supervisor Brown
Supervisor Katz
Supervisor Medina

Supervisor Yaki
Supervisor Yee
Clerk of the Board
Controller
Gail Feldman
Matthew Hymel
Stephen Kawa
Ted Lakey

BOARD OF SUPERVISORS
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CALENDAR

Finance Committee Board of Supervisors City and County of San Francisco

REGULAR MEETING

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WEDNESDAY, MARCH 11, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVE, ROOM 410
SAN FRANCISCO, CA. 94102

MEMBERS: Supervisors Mabel Teng, Barbara Kaufman, Gavin Newsom

CLERK: Joni Blanchard

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- ♦ For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
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REGULAR CALENDAR

1. File 98-0006. [Exempt Employment] Resolution approving the designation of the classification and rank of Q-90 Director of Police Psychology exempt from the Civil Service provisions of the Charter. (Police Department)

ACTION:

2. File 98-0285. [Appropriation, Police Department] Ordinance appropriating and rescinding \$6,635, Police Department, for salaries for the creation of the position of Director of Policy Psychology for fiscal year 1997-98; companion measure to File 98-0286. RO #97208. (Controller)

ACTION:

3. File 98-0286. [Salary Ordinance Amendment, Police Department] Ordinance amending Ordinance No. 307-97 (Annual Salary Ordinance, 1997/98), Police Department, reflecting the creation of one new position (Q90 Director of Police Psychology); companion measure to File 98-0285. (Department of Human Resources)

ACTION:

4. File 98-0315. [Public Library Fine Amnesty] Resolution authorizing the San Francisco City Librarian to amnesty library fines in a manner of her choosing for a two week period designated at her discretion. (Public Library)

ACTION:

5. File 98-0253. [Management Agreement, Civic Center Plaza Garage] Ordinance approving form of the Civic Center Plaza Garage Management Agreement and bid documents, and authorizing and urging the Director of Property to advertise an invitation for bids for management of the Civic Center Plaza Garage using the approved bid documents. (Real Estate Department)

ACTION:

6. File 98-0318. [Lease of Property at 3801 Third Street] Resolution authorizing the lease of real property at 3801 Third Street, Suites 110, 220 & 230, for the Department of Human Services. (Real Estate Department)

ACTION:

7. File 98-0252. [Reserved Funds, Trial Courts] Hearing to consider release of reserved funds, Trial Courts (Courthouse Construction Fund), in the amount of \$75,000, for the remodeling/conversion of space at 575 Polk Street to a courtroom. (Superior and Municipal Courts)
- ACTION:
8. File 98-0323. [Appropriation, Trial Courts] Ordinance appropriating \$11,390,709, Trial Courts, of Courthouse Construction Revenue Fund for professional services and debt service for fiscal year 1997-98. RO #97218. (Controller)
- ACTION:
9. File 228-97-2. [Window Bar Safety Funding] Resolution urging the Building Inspection Commission to direct the Director of Building Inspection to identify sources of funds, including but not limited to the Code Enforcement Rehabilitation Fund, to be used to enable low income homeowners and tenants to install releasable window bars and doors in their homes. (Supervisors Newsom, Katz, Kaufman)
- ACTION:
10. File 98-0329. [Ballot Argument] Hearing to consider ballot argument in favor of bond measure concerning de Young Museum. (Supervisor Yaki)

ACTION:

LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution is introduced which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction.

File 98-0259. [Public Pay Telephone Revenues] Ordinance amending Public Works Code Section 957 to increase the amount of revenues from pay telephones on public sidewalks paid to the City and County of San Francisco. (Supervisor Newsom), 30 Day Rule expires 3/19/98.

File 98-0334. [Taxicab Fare Rate Increase] Ordinance amending Police Code Sections 1135 and 1137 to increase the rates of fare for taxicabs and to modify the procedure for setting rates of fare. (Supervisor Newsom), 30 Day Rule expires 4/1/98.

Watch future calendars for matters.

Finance Committee
S.F. Board of Supervisors
401 Van Ness Ave., Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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11/98
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS
BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

March 6, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of*

SUBJECT: March 11, 1998 Finance Committee Meeting

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

Items 1, 2 and 3 - Files 98-6, 98-285 and 98-286

Department: Police Department (SFPD)

Item: Item 1, File 98-6: Resolution approving the designation of the classification and rank of Q-90 Director of Police Psychology as exempt from the Civil Service Provisions of the Charter.

Item 2, File 98-285: Ordinance appropriating and rescinding \$6,635 for salaries for the creation of one new position of Director of Police Psychology at the Police Department.

Item 3, File 98-286: Ordinance amending Ordinance No 307-97 (Annual Salary Ordinance, 1997-98) reflecting the creation of one new position in the San Francisco Police Department, Q 90, Director of Police Psychology.

Amount: \$6,635

Source of Funds: Reappropriation of Permanent Salary funds

Description: San Francisco Administrative Code Section 2A.76 allows the Police Commission to designate new or additional ranks as exempt from the civil service provisions of the Charter subject to the approval of the Civil Service Commission.

On September 24, 1997, the Police Commission acted to create the rank of Q-90 Director of Police Psychology, a uniformed officer, and to designate said rank as exempt from the civil service provisions of the Charter. On November 3, 1997, the Civil Service Commission approved the exemption of classification and rank Q-90 from the Civil Service provisions of the Charter.

File 98-6 is a resolution approving the subject classification and rank of Q-90 Director of Police Psychology as exempt from the Civil Service Provisions of the Charter.

File 98-285 would, if approved, appropriate and rescind \$6,635 for salaries for the creation of Director of Police Psychology at the Police Department for the period from January 1, 1998 through June 30, 1998.

File 98-246 is an amendment to the Annual Salary Ordinance reflecting the creation of one new Q-90 position in the Police Department.

Comment:

1. According to Ms. Alice Villagomez of the Department of Human Resources, given the high level of the position of Director of Police Psychology and the unique responsibilities of the position in contrast to other uniformed officers, it is appropriate that the position be exempt from the Civil Service provisions of the Charter, thereby enabling the position to be appointed by the Chief of Police.
2. Ms. Villagomez reports that the salary for the new Q-90 position will be as follows:

<u>Class</u>	<u>Title</u>	(Biweekly- <u>Annual</u>)
Q-90	Director of Police Psychology	\$3,449 90,019

3. According to Captain Fagan of the SFPD, the Chief of Police plans to appoint the new Q-90 Director of Police Psychology position at an annual salary of \$90,019 with an existing employee who is currently filling a Q-60 Lieutenant

BOARD OF SUPERVISORS
BUDGET ANALYST

position at an annual salary of \$72,349. The Q-90 Director of Police Psychology salary is \$17,670 more than the Q-60 Lieutenant salary. Captain Fagan advises that the Chief of Police does not plan to backfill the Q-60 Lieutenant position. However it should be noted that the position will still be authorized in the budget.

4. The Director of Police Psychology will be the unit officer in charge of the Behavior Sciences Unit and as such, will oversee the mental health needs of all Police Department staff.

5. According to Deputy Chief Walsh, at the present time a Q-60 Lieutenant is performing part of the functions described in the Civil Service Classification for the Q-90 Director of Police Psychology. According to Chief Lau, the new position of Director of Police Psychology will have additional responsibilities, including: consumer advocacy, coordination and oversight of employee assistance, training, psychological program development, and organizational development. Chief Lau states that the functions of the Director of Police Psychology require a position which is at a higher level than a Lieutenant position. Deputy Chief Walsh reports that the SFPD currently has several existing employees with the necessary academic background needed to provide the additional functions of the Q-90 Director of Psychology position. The Attachment to this report, provided by the Police Department, describes the functions and necessary qualifications for this new position.

6. According to Ms. Peg Stevenson of the Controller's Office, the source of funds for the proposed Q-90 position would be a reappropriation of Permanent Salary funds. The prior anticipated start date of this new position was January 1, 1998. If the new position is approved by the Board of Supervisors, it will not be filled until April 1, 1998, resulting in a funding need for 6.2 payperiods from April 1, 1998 through June 30, 1998. As such, the supplemental appropriation, File 98-285, should be reduced by \$2,055, from \$6,635 to \$4,580.

Memo to Finance Committee
March 11, 1998 Finance Committee Meeting

- Recommendations:**
1. Amend the proposed ordinance, File 98-285, to reduce the amount requested by \$2,055, from \$6,635 to \$4,580, in accordance with Comment No. 6 above.
 2. Approval of (a) the ordinance as amended (File 98-285) and (b) the proposed resolutions (Files 98-6 and 98-286) are policy matters for the Board of Supervisors.

POLICE DEPARTMENT PSYCHOLOGIST NEW CIVIL SERVICE CLASSIFICATION

1) Reason for the request:

Police Chief Lau has determined that leading the Police Department into the forefront of modern policing requires greater attention to the heart of the agency, its human resources. Both sides of the issue, personnel management/personnel support, need clinical and organizational psychology skills to deal with the behavioral issues of modern day law enforcement.

2) The focus or major functions of the position:

Consumer Advocacy
Coordination and Oversight of Employee Assistance
Training
Psychological (Behavioral) Programs Development
Organizational Development

Consumer Advocacy

An urban police department the size of San Francisco has numerous vendors and services of a mental health nature. These effect the department's operation and how well it is supported. Many of these functions are outside the normal scope and job knowledge of law enforcement; explaining their use and evaluating their effectiveness can be an arcane and confusing process. Psychological issues facing administrators in contemporary law enforcement, both legal and functional, require access to professional resources that are knowledgeable and trustworthy. The Department Psychologist either provides or obtains these services and then establishes and maintains procedures to ensure their effectiveness.

(if deemed necessary, here are examples of specific job functions)

Assuring that entry level psychological screening is done according to law and to POST, EEOC and professional standards.

POLICE DEPARTMENT PSYCHOLOGIST
NEW CIVIL SERVICE CLASSIFICATION

2) The focus or major functions of the position: (cont.)

Consumer Advocacy (cont.)

(If deemed necessary, here are examples of specific job functions)

Developing ongoing validation procedures of the predictive accuracy of the psychological screening provided.

Responding to the concerns of parties to the Consent Decree about the "fairness" of the process.

Ensuring that "mental health" services provided members through both city and insurance contracts (on the job as well as off the job coverage) are appropriate and as "good a deal" as we can get.

Representing the needs of the Department in inter-agency negotiations about psychological issues (ie retirement board and city attorney's office on the subject of how to treat members who are no longer psychologically "fit")

Representing the needs of the Department in the context of psychological issues raised on the state and national level which effect our functioning and level of responsibility (ie, ADA psychological issues [Forrest's State grant for disability training] or professional standards issues such as those involved in the Aron Williams case ["excited delirium"]).

Training (at all levels :Academy, Field Training, In-Service, Supervisory, Managerial etc.)

Coordination and Oversight of Employee Assistance.

This involves the supervision of the substance abuse officer, the E.A.P officer, the Peer Support Program (150 Officers), the Critical Incident Response Teams (25+ Officers), the Disability Outreach and Catastrophic Illness Programs and the Developmentally Disabled Training Grant.

POLICE DEPARTMENT PSYCHOLOGIST
NEW CIVIL SERVICE CLASSIFICATION

2) The focus or major functions of the position: (cont.)

Psychological (Behavioral) Programs Development.

This function is perhaps the most unique. It is where new solutions to old problems, innovative approaches and new "groundbreaking" functions are devised, nurtured and tested. The approaches are often collaborative in nature where different stakeholders (Administration, rank and file, unions; district station personnel, community members, other city agencies) are provided a context and a reason to work together on issues of mutual importance but where, sometimes, divergent perspectives exist. These issues are "trust intensive" in that they often deal with subjects with a long history of dispute and a residue of "poor dealings"; the police psychologist function must be one "an honest broker". That means someone who "speaks out of the same side of their mouth regardless of who they are talking to". In this role, the police psychologist's function is to provide several ingredients: objectivity, new resources (where possible) and a context where divergent viewpoints can create "new" approaches to old problems. (if deemed necessary, here are examples of specific job functions).

Alternatives to punishment; an attempt to provide alternative behaviors to members whose old behavior has gotten them into trouble; this approach would utilize existing programs (ie, spousal abuse, anger management, etc.) or create new ones in an attempt to change behavior instead of just punishing it. [this issue is a specific project of Assistant Chief Sander's]

Peer review of "problematic behavior"; this program seeks to identify and alter problem behavior before it formally comes to the attention of the Department; it is a voluntary and confidential process which uses respected members to participate on panels seeking to prevent a peer from getting into serious trouble.

POLICE DEPARTMENT PSYCHOLOGIST
NEW CIVIL SERVICE CLASSIFICATION

2) The focus or major functions of the position: (cont.)

Psychological (Behavioral) Programs Development (cont.)

Supervisory/Managerial consultation; it is counterproductive to assume people know how to deal with complex personnel issues because they have passed one or more civil service tests which included employee problem scenarios; many of our higher profile personnel problems have resulted from years of benign avoidance and "buck passing"; psychological personnel consultation, ideally, equates to teaching people "to fish" rather than "giving them a fish" on a case by case basis; these experiences then can be looped back into training.

Behavior Modification Cases; cases arise where, for a variety of reasons, tenured officers experience recurrent performance difficulties that, while not emotional instability or disciplinary issues, cannot be allowed to continue; such instances often require individual evaluation and "tailor made" assistance to regain the desired levels of performance effectiveness and comfort.

Fitness for Duty; standardized criteria must be agreed upon (similar to reasonable cause criteria) which provide observable behaviors associated with emotional distress of officers; there also needs to be the establishment of appropriate documentation and timely referral to the department psychologist; when the department psychologist agrees that emotional fitness for duty is at issue: qualified experts using desired procedures, answering prescribed questions shall provide their evaluation and recommended course of action back to the department psychologist for integration of the expert findings with the other existing issues.

POLICE DEPARTMENT PSYCHOLOGIST
NEW CIVIL SERVICE CLASSIFICATION

2) The focus or major functions of the position: (cont.)

Psychological (Behavioral) Programs Development (cont.)

Liaison with intra-departmental functions (Management Control, Academy and Range training staff, Legal Office, Personnel, Equal Employment Opportunity Unit, Administration) and inter-city agencies (City Attorney's Office, Retirement Board, Civil Service Commission, City Health Service System) for development of procedures like fitness for duty and psychological disability issues and the concurrent satisfaction of relevant State and Federal requirements such as Peace Officers Standards and Training (POST) Commission and Americans' Disability Act (ADA).

Identification and training of mental health professionals who have desirable skills and attributes and who want to work with police department members and their families; to establish a core group who, through an ongoing and effective relationship, have "proven worth" and obtain their inclusion within the various health plan insurance offerings.

Establish a professional mentoring and internship, career development path for officers who wish to become police psychologists.

Develop a computerized psychology/health resource and informational bulletin board that is accessible 24 hours a day at all stations and details; anonymous questions can be replied to and updated material provided by members, identified psychological professionals, and interns with the information stored on CD Rom files. (necessary computers and CD Rom equipment already obtained through Forrest's Developmental Disabilities grants)

POLICE DEPARTMENT PSYCHOLOGIST
NEW CIVIL SERVICE CLASSIFICATION

2) The focus or major functions of the position: (cont.)

Organizational Development

This is the category where "stand alone" new services (those not requiring negotiations of disputed subjects) are considered. These would include the development and use of survey instruments to determine needs and service satisfaction of the various department "clients"; both those outside (citizens) and inside (employees) the agency. Such survey information could be used for prioritizing, planning, training, implementing and evaluating. Here too is where assistance and skill development for short term and long-term strategic planning would be provided. Attempts to import new skills such as tactical psychology, profiling and support for hostage negotiations and serial crimes would be tried.

3) Necessary Qualifications for the Police Department Psychologist:

California State licensure as a Clinical Psychologist

Secondary major and/or experience in Industrial/Organizational Psychology.

Psychological supervision in the law enforcement context which included psychological screening and validation as well as solid exposure to crisis counseling and interaction with peer support.

Comprehensive knowledge of the literature and research in: psychological testing, ADA and EEOC issues and their effects and requirements, the effectiveness and practicality of treatment modalities within the law enforcement context, legal liability around confidentiality and privileged communication and, very importantly, issues of organizational dysfunction.

POLICE DEPARTMENT PSYCHOLOGIST NEW CIVIL SERVICE CLASSIFICATION

3) Necessary Qualifications for the Police Department Psychologist:

Minimum of one years internship or experience in urban psychiatric emergency services setting.

Minimum of fifteen years sworn full-duty urban city police experience; strong preference to San Francisco officers. Within their career, candidate should have had good and varied patrol experience including: having been a Field Training Officer, Tactical and/or Specialist Officer, Hostage Negotiator. Administrative experience should include tours as member of the E.E.O.C. unit, Academy training experience and, ideally, some internal affairs background. It is expected that any candidate would have substantial experience as a peer support and critical incident response team member.

This last qualification is critical because it is the element that distinguishes the unique aspect of the Police Psychologist role in the San Francisco Police Department. The "sworn officer experience" is what ensures that the psychologist knows the issues that cannot be learned any other way. Also, the duration of experience ensures the candidates have had to work through the issues associated with the job "loosing its luster" and their own sense of mortality and imperfection. Ultimately, this "sworn officer experience" is what provides the credibility necessary to function effectively in the very "trust intensive" areas that most need to be worked on!

Item 4 – File 98-315

- Department:** Public Library
- Item:** Resolution authorizing the City Librarian to establish a Fine Amnesty Program for a two week period.
- Description:** Approval of the proposed resolution would authorize the City Librarian to establish a Library Fine Amnesty Program for fines owed on Library materials for a two week period to be designated by the City Librarian. The Library Commission has approved the proposed Library Fine Amnesty Program.
- Comment:**
1. According to Mr. Michael Housh, Secretary to the Library Commission, amnesty programs are a common method for public libraries to retrieve overdue library materials, including books, periodicals, videotapes, and compact discs, and to reconnect with patrons who are reluctant to use the Public Library because of the fines which they owe to the Public Library.
 2. According to Ms. Marcia Schneider of the Public Library, the last time that the Public Library offered a Library Fine Amnesty Program was in 1974. Ms. Schneider was unable to provide the Budget Analyst with the duration of the 1974 Amnesty Program. In 1974, the estimated annual circulation of the Library was 3 million items. The 1974 Amnesty Program resulted in 21,000 items being returned during the amnesty period.
 3. Ms. Schneider reports that the current estimated annual circulation of the Public Library is 5.5 million items. Ms. Schneider was unable to provide the Budget Analyst with the total number of items currently in circulation from the Public Library. However, Ms. Schneider reports that as of March 3, 1998, there were 234,333 overdue items in circulation.
 4. According to year-to date fine collection rates, Ms. Eve Sternberg of the Public Library advises that the Library is expecting to collect \$419,120 in fine revenue in FY 1997-98, or \$28,356 more than the budgeted revenue of \$390,764.

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BUDGET ANALYST

5. The fine for an overdue book is \$0.10 per day or a maximum of \$5. Ms. Sternberg does not have a readily available total of the amount due to the Public Library for overdue fines. However, according to Ms. Sternberg, the Public Library estimates the total amount of fine revenue to be forgiven during the proposed two week Amnesty Program will be at least \$16,058, based on the year-to-date average fine revenues collected for each two week period.

6. Ms. Sternberg advises that the average replacement cost per Library item is \$25. Given that the maximum fine is \$5 per item, the average value of each overdue item returned to the Public Library collection will result in a net gain to the City, despite the loss of the fine revenues to be forgiven during the two week Fine Amnesty Program.

7. As noted above, the date of the two week period of the proposed Amnesty Program has not yet been determined.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 5 - File 98-253

Department: Real Estate Department
Parking Authority

Item: Resolution approving the form of the Civic Center Plaza Garage Management Agreement and bid documents, and authorizing the Director of Property to obtain bids for the management of the Civic Center Plaza Garage using the approved bid documents.

Description: The Civic Center Plaza Garage is a City-owned parking facility with 843 parking spaces, located at 355 McAllister Street between Polk and Larkin Streets. Currently, the Garage is managed by Ampco System Parking, Inc., under a month-to-month holdover provision of a three-year Management Agreement, which expired on August 24, 1997. According to Mr. Ron Szeto of the Parking Authority, the existing Management Agreement has been held over on a month-to-month basis since August 24, 1997, because of the backlog of work of the Parking Authority related to Management Agreements on three other City-owned parking garages, including the St. Mary's Square Garage, the San Francisco General Hospital Parking Garage, and the Lombard Street Garage.

This legislation would authorize the Real Estate Department to obtain competitive bids for the Civic Center Plaza Garage under a new Management Agreement.

Under the new Management Agreement for the Civic Center Plaza Garage, the Garage Operator would deposit all of the receipts from the Garage with the City. The City would pay the Garage Operator a specified monthly Management Fee. The Management Fee, payable by the City to the Garage Operator, would result from the lowest competitive bid submitted by the competing Garage Operators. The City's Management Fee payment to the Garage Operator would include a reimbursement for the routine operations and maintenance expenses of the Garage Operator and (b) payment for the Garage Operator's profit. Therefore, the parking companies which bid on this Management Agreement would base their bids to accommodate both their costs to operate the garage as well as their anticipated profit.

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BUDGET ANALYST

The new Management Agreement would also provide that the City would be responsible for specified, non-routine maintenance costs¹ at the Garage, for which the City would reimburse the Garage Operator.

The proposed resolution would (a) approve the form of the Civic Center Plaza Garage Management Agreement and related documents, (b) authorize the Director of Property to obtain competitive bids and (c) authorize the Director of the Parking Authority, upon consultation with the City Attorney as to legality, to make certain modifications, changes or additions to the Bid Documents, which the Director of the Parking Authority may deem necessary or advisable, without obtaining the approval of the Board of Supervisors.

The term of the new Management Agreement for Civic Center Plaza Garage would be five years. Upon mutual written agreement between the Director of the Parking Authority and the Garage Operator, the Management Agreement may be extended on a month-to-month basis for up to twelve months. Under the provisions of the new Management Agreement, the City reserves the right to determine the parking rates and the specific terms and conditions for operating the Civic Center Plaza Garage. The parking rates to be charged at the Civic Center Plaza Garage are subject to approval of the Board of Supervisors.

Comments:

1. According to Mr. Buck Delventhal of the City Attorney's Office, the inclusion of the provision for the authority of the Director of the Parking Authority to make certain modifications, changes, or additions to the Bid Documents, subsequent to the approval of this proposed legislation but prior to the final Bid Documents being signed by the Director of Property, without further approval from the Board of Supervisors, is standard language included in Management Agreements.

2. As noted above, the Civic Center Plaza Garage is currently operated by Ampco System Parking, Inc., on a month-to-month basis under a hold-over provision in the Management Agreement. Under the provisions of the current Management Agreement, the City directly pays for all operating expenses,

¹ Non-routine maintenance costs would include expenses for signs, additional lighting, and installing utility meters.

which totaled \$695,275 in FY 1996-97, including a \$10,000 Management Fee to the Garage Operator.

According to Mr. Szeto, in FY 1996-97, the Civic Center Plaza Garage generated total receipts of \$1,241,400, including \$1,067,166 in parking revenues and \$174,234 in Parking Taxes. For FY 1996-97, the net parking revenues realized by the City from the operation of the Civic Center Plaza Garage were \$371,891 (revenues of \$1,067,166 less expenses of \$695,275).

3. Under the pending new Management Agreement, Mr. Szeto estimates that the City will realize parking revenues and Parking Tax revenues of \$775,000 annually, net of the Management Fee to be paid to the Garage Operator. This estimated annual amount of \$775,000 is \$403,109 or over 108 percent more than the City realized from the operation of the Civic Center Plaza Garage in FY 1996-97. According to Mr. Szeto this significant estimated increase in annual revenues to the City will result primarily from anticipated increased usage of the Civic Center Plaza Garage.

4. If this legislation is approved, the competitive award of the new Garage Operator for the Civic Center Plaza Garage would be subject to approval by the Board of Supervisors in separate, future legislation.

Recommendation: Approve the proposed resolution.

Item 6 - File 98-318

Department: Department of Human Services (DHS)
Department of Real Estate (DRE)

Item: Resolution authorizing a new lease of real property at 3801 Third Street, Suites 110, 220, and 230, for the Department of Human Services (DHS)

Location: 3801 Third Street

Purpose of Lease: To permit the relocation of 31 existing positions in the Department of Human Services in order to be located in the Bayview community at a location that is closer to the clients in the community being served.

Lessor: Bayview Plaza, LLC

Lessee: City and County of San Francisco

No. of Sq. Ft. and Cost Per Month: 7,085 square feet @ approximately \$1.352 per square foot per month, for a total of \$9,578.25 per month. In addition, the City would pay the lessor, with the first month's rent, a one-time, lump sum payment not to exceed \$10,000 for tenant improvements required by the City, in accordance with the Attachment to this report.

Annual Cost: \$114,939

Term of Lease: The lease shall commence on the later of the date of completion of tenant improvements (expected on or about June 1, 1998), or upon approval by the Board of Supervisors and the Mayor, and expires five years thereafter.

Utilities and Janitorial Services: All costs for utilities and janitorial services, with the exception of separately metered electrical services, would be the responsibility of the lessor.

Right of Renewal: The City would have the option to extend the term for one additional option period of five years at 95 percent of the fair market rent. Ms. Claudine Venegas of the DRE advises that

the fair market rent would be determined through mutual negotiations between the City and the lessor.

Source of Funds: 37% Federal Grant Funds, 27% State Grant Funds and 36% General Fund

Description: According to Ms. Rose Chow of the DHS, the proposed leased premises would be occupied by a total of 31 existing City employees including 29 DHS Child Welfare Workers, one Public Health Nurse, and one clerk to handle the Family and Children's Program for families and children in the Bayview area. The Child Welfare Workers consist of staff from three Family and Children's Program Units: (a) the Emergency Response, Court Dependency, and Family Preservation Unit; (b) the Kinship Unit, which works with children who are placed with relative caregivers; and (c) the Family Services Unit.

Suite 110 of the proposed leased premises, consisting of 3,135 square feet, would be occupied by a total of 19 Family and Children's Program staff, including the Emergency Response, Court Dependency, and Family Preservation Unit and the Kinship Unit, as part of DHS's desire to be located in the Bayview Hunters Point area where the clients live. Suite 110 would also be occupied by one Public Health Nurse, and one clerk, who administer the Child Health and Disability Prevention Program for families in the area. Therefore, a total of 21 positions would each have an average of approximately 149 square feet. Currently, the Emergency Response, Court Dependency, and Family Preservation and the Kinship Units occupy approximately 4,394 square feet at the City-owned building at 170 Otis Street. DHS plans to use the freed-up space at 170 Otis Street to expand its Family and Children's Program units.

Suite 220, consisting of 1,977 square feet, and Suite 230, consisting of 1,973 square feet, for a combined space of 3,950 square feet, would be occupied by the Family Services Unit, consisting of 10 staffpersons. Included in the second floor space would be a Visitation Center of approximately 1,600 square feet, where parents can visit their children who have been placed out of home. Suites 220 and 230 would also contain combined space for a conference room of approximately 500 square feet. The 10 staffpersons would occupy approximately 1,850 square feet, according to Ms.

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BUDGET ANALYST

Memo to Finance Committee
March 11, 1998 Finance Committee Meeting

Venegas, or an average of 185 square feet each. The Family Services Unit would relocate from 3450 Third Street. That lease will terminate in June 1998. The Family Services Unit currently occupies approximately 3,425 square feet of space at 3450 Third Street at a cost of \$1,206 per month. However, the space at 3450 Third Street is not in compliance with Americans with Disabilities Act (ADA) requirements.

Comments:

1. According to Ms. Julie Brenman of DHS, sufficient funds are available for the proposed lease in DHS's FY 1997-98 budget.

2. According to Ms. Venegas, the proposed rent of \$1.352 per square foot represents fair market value.

3. Payment on the lease for the proposed site at 3801 Third Street begins on June 1, 1998. Ms. Venegas reports that under the terms of the existing lease at 3450 Third Street, the City would also be obligated to pay rent for the month of June in the amount of \$1,206.

Recommendation: Approve the proposed resolution.



MEMORANDUM

Date: March 6, 1998

To: Taylor Emerson, Budget Analyst

From: Claudine O. Venegas, Senior Real Property Officer

A handwritten signature in dark ink, appearing to read "CVenegas".

Re: Proposed lease 3801 Third Street, Suites 110, 220 & 230 for the Department of Human Services – File No. 98-0318

The specialized improvements are estimated to be less than \$10,000 and include a kitchen sink, countertop and cabinets for the children's playroom within the visitation area and three exterior windows to provide additional light.

Item 7 – File 98-252

Department: Trial Courts

Item: Request to release reserved funds in the amount of \$75,000 for the remodeling/conversion of space at 575 Polk Street back into a courtroom.

Amount: \$75,000

Source of Funds: Courthouse Construction Fund – These funds consist of a surcharge on civil and probate filing fees, and parking citations as follows: (1) First filing – Superior Court - \$50; (2) First filing – Municipal Court - \$10, and (3) Parking citations - \$1.50.

Description: In October of 1997, the Board of Supervisors approved a supplemental appropriation ordinance in the amount of \$1,122,757 from the Courthouse Construction Fund in order to fund construction and related costs for the new Civic Center Courthouse, located at the corner of McAllister and Polk Streets (File 101-97-19). Of this amount, \$250,850 was reserved, pending selection of contractors and submission of budget details. The \$250,850 consists of \$175,850 for moving expenses related to the new Courthouse and \$75,000 for costs to convert space into a courtroom in a leased facility located at 575 Polk Street. In December of 1997, the Finance Committee released \$175,850 of the \$250,850 in reserved funds for a contract with Nor-Cal Moving Services for moving costs (File 101-97-19.1), leaving a balance of \$75,000 on reserve.

The Trial Courts are now requesting the release of the \$75,000 in reserved funds for (a) the courtroom remodeling costs at 575 Polk Street; (b) phone switch upgrades at 575 Polk Street to include this facility on the same phone switch as the new Courthouse; and (c) additional moving expenses, beyond the \$175,850 previously approved by the Finance Committee, for the relocation to the new Courthouse.

According to Mr. Alan Carlson, Chief Executive Officer of the Trial Courts, when the Trial Courts were temporarily

BOARD OF SUPERVISORS
BUDGET ANALYST

relocated from City Hall to 633 Folsom Street, the Municipal Court's Small Claims Division was moved to 575 Polk Street, a building the Trial Courts has been leasing since 1991. In order to accommodate the Small Claims Division, one of the three courtrooms at 575 Polk Street was temporarily converted to a Clerk's Office for the Small Claims Division. Upon the opening of the new Courthouse, the Small Claims Division was moved to the new Courthouse. Of the subject request to release \$75,000 in reserved funds, \$47,021 would be used to reconvert (remodel) the temporary Clerk's Office at 575 Polk Street back to a Jury Trial Courtroom (see Comment No. 1).

According to Mr. Carlson, the Trial Courts have worked with the Department of Real Estate and the landlord at 575 Polk Street to identify a contractor and determine the costs of remodeling. A contract in the amount of \$47,021 was awarded by the landlord to CSI General Contracting, Inc. to perform the remodeling work (see Comment No 2). Attachment I shows a breakdown of the cost details for this \$47,021 contract.

In addition, the Trial Courts are requesting that \$15,031 of the \$75,000 in reserved funds be used to install a new phone switch at 575 Polk Street so that this facility is on the same phone switch as the new Courthouse. According to Mr. Carlson, this would facilitate communication between staff at the new Courthouse and the 575 Polk Street facility and was recommended by the Department of Telecommunications and Information Services (DTIS). Mr. Carlson advises that this work would be performed by Siemans Business Communication, Inc. through a change order to an existing contract between Siemans and DTIS to provide phones for all City departments and the Trial Courts. Attachment II shows a breakdown of the cost details for the \$15,031.

Lastly, the Trial Courts are requesting that the remaining \$12,948 (\$75,000 less \$47,021 less \$15,031) of the requested release of \$75,000 be used to partially fund additional moving expenses for the new Courthouse. As noted above, \$175,850 was approved by the Board of Supervisors for a contract with Nor-Cal Moving Services

BOARD OF SUPERVISORS
BUDGET ANALYST

for moving expenses related to the new Courthouse. Mr. Carlson reports that actual expenditures of \$175,288 were incurred against this contract. However, additional costs of \$47,840 were incurred by the Trial Courts under a contract with National Integration Company, who disconnected and reconnected the Courts' information technology equipment at the new Courthouse.

Thus, actual expenditures associated with the move to the new Courthouse totaled \$223,128 (\$175,288 for Nor-Cal Moving Services plus \$47,840 for National Integration Company), or \$47,278 more than the original appropriation of \$175,850. The Trial Courts are now requesting that \$12,948 of the \$75,000 in reserved funds be used to partially fund this \$47,278 in additional moving expenses. According to Mr. Carlson, the remaining amount of \$34,330 (\$47,278 less \$12,948) would be funded by Certificates of Participation¹ proceeds.

Comments:

1. Mr. Carlson reports that, before the move to 633 Folsom Street, there were 18 jury courtrooms at City Hall and three jury courtrooms at 575 Polk Street, for a total of 21 jury courtrooms. The Trial Courts now have 21 jury courtrooms at the new Courthouse and two jury courtrooms at 575 Polk Street, for a total of 23 jury courtrooms. The reconversion of space at 575 Polk Street into one additional jury courtroom would result in a total of 24 jury courtrooms, for a net gain of three jury courtrooms over what the Trial Courts previously had. However, according to Mr. Carlson, the Trial Courts need to continue leasing space at 575 Polk Street, at a cost of \$13,400 per month (\$160,800 annually), for three additional jury courtrooms, including the one jury courtroom to be remodeled under this subject request, because of the increasing volume of court cases and an anticipated increase in the number of judgeships. Additionally, Mr. Carlson advises that the Trial Courts are in the seventh year of the 10-year lease for 575 Polk Street. Attachment III, provided by Mr. Carlson, explains why the Trial Courts still need space at 575 Polk Street for an additional three jury courtrooms, notwithstanding

¹ A Certificate of Participation (COP) is a financing technique that provides long-term financing through a lease or installment sales agreement.

the recent completion of the new Courthouse, which contains 21 jury courtrooms.

2. Mr. Carlson advises that, because 575 Polk Street is not a City-owned building, the normal City process for selecting a contractor does not apply, and the landlord is responsible for selecting the contractor. Mr. Carlson advises that CSI General Contracting, Inc., the contractor selected by the landlord, is the same contractor who performed the initial remodeling work at 575 Polk Street to convert a courtroom to a Clerk's Office for the Small Claims Division. As such, CSI General Contracting, Inc. is already familiar with the project and will be able to perform the work more efficiently and cost-effectively, according to Mr. Carlson.

Recommendation: Approve the requested release of reserved funds in the amount of \$75,000.



December 23, 1997

Proposal Job # 8072

Superior Court of San Francisco
575 Polk Street
San Francisco, Ca
Courtroom Re-configuration

Proposal # 8072Courtroom Reconfiguration to Original Use

- | | | |
|--|----|----------|
| 1a) Demolition of existing carpet, low height GYP walls, two doors frames.
(all debris removed off site): | \$ | 3,150.00 |
| 1b) Remove existing wood paneling at areas of demo: | \$ | 410.00 |
| 2) In fill wall framing at two locations where doors are removed. 5/8" GYP
each side finish to match existing ready for paint: | \$ | 1,160.00 |
| 3) New "Wainscot" at raised platform area. Fabricate and install a 4' x 3'
Mahogany Wainscot & trim panel and base: | \$ | 1,165.00 |
| 4) Jury room-new wood mahogany base and rail, one side, to match existing
finish: | \$ | 570.00 |
| 5) Storage room-new wood mahogany base and rail two sided: | \$ | 699.00 |
| 6) New jury platform raised 7"-new platform to be bolted to existing
concrete slab with 2" x 3" steel angles. 3" x 8" fur rail bolted to the
steel angles. 4" x 4" fur blocking bolted to the 3" x 8" rail with 2" x 3"
steel angles spaced on center beneath the seating supports. Horizontal
surface finish 1 1/8" plywood glued and screwed to the 3" x 4" rails: | \$ | 3,600.00 |
| 7) New security railing wall between court jury and public area. Mahogany
panel system with solid top cap. Wall to be secured to concrete slab with
2" x 2" steel rail bolted to 4" x 4" rail system. Finish sanded and ready for
stain: | \$ | 7,800.00 |
| 8) Gate at security rail wall. Gate: mahogany panel to match existing wall
panel look. Finished sanded ready for paint: | \$ | 740.00 |
| 9) New carpet to replace court area & jury room: | \$ | 3,546.00 |
| 10) Install owner furnished seating at jury area: | \$ | 1,000.00 |
| 11) Install owner furnished seating at public area: | \$ | 1,300.00 |
| 12) Patch existing GYP board walls in courtroom; jury room, meeting room,
and storage room: Allowance: | \$ | 800.00 |

**CSI**CBI/CUSTOMER SERVICE
GENERAL CONTRACTING INC.Attachment I
Page 2 of 2

13) Paint courtroom, jury room, meeting room, and storage room walls only- (color to match-Eggshell):	\$	1,960.00
14) Refinish existing paneling at courtroom, jury room, meeting room, and storage room as needed; stain and lacquer: Allowance:	\$	2,500.00
15) Stain & lacquer new mahogany area:	\$	1,700.00
16) Electrical: remove existing electrical conduit at counter area, and remove existing electrical and conduit at low height walls:	\$	900.00
17) Reinstall electrical circuits to existing floor mounted supply and install power to electrical requirement of original electrical requirement:	\$	<u>2,500.00</u>
	\$	35,500.00
Profit:	\$	2,485.00
Overhead:	\$	1,899.25
Insurance:	\$	<u>1,196.53</u>
	\$	41,080.78

Direct Cost }

Supervision on site 4 weeks: \$ 3,260.00

Clean-up doily 4 weeks: \$ 1,600.00

Drafting time 18hr @ \$60.00

per hour to date 12/22/97: \$ 1,080.00
\$ 47,020.78

- Existing carpet to remain at meeting room and storage room.
- No work outside of courtroom.
- Public hallway (paint & wall repair part of this contract)
- No work to ceiling, or lighting in courtroom
- No work to existing rest rooms in courtroom
- No work at courtroom VCT
- No work to Judge bench area, to be priced when existing GYP temporary walls are removed
- Not included: trucking or loading to billed on a Time & Material basis.
- Gas mileage \$ 1.10 per mile
- \$ 45.00 per hour per man hour

Profit 10%: add to total

Overhead 5%: add to total

Insurance 3%: add to total

Note: If further drafting is needed, it will be billed at \$60.00 per hour plus goods and reproduction.

Signature Upon Acceptance:

Anthony G. Hall
c/o SF. Trial CourtsDate: 2/2/98CSI General Contracting requests a signature upon acceptance of this
job. We request that a copy be faxed to us upon signing.

Fax #: (415) 626-3602

Thank You.

525 YORK STREET
SAN FRANCISCO, CALIFORNIA 94110
415-626-1983
FAX: 626-3602
CONTRACTORS LICENSE 502942

Installation Change Order

10-06-1997

Page 5

ICO No. CAYA03501C

10-06-1997 10:48:53

Original Quotation No. CAYA02702C

DETAILED LIST OF CHANGES TO PRODUCTS AND SERVICES (continued)

2

For: Civic Center Courthouse

~~NONSTANDARD ITEMS~~~~Products and services:~~~~300ft 3Inch EMT Conduit @Bryant~~~~Sub-Total~~

<u>Qty</u>	<u>List Price</u>	<u>Install</u>	<u>Discount</u>	<u>Total</u>
1	3,348.99	12,950.00		16,298.99
	3,348.99	12,950.00	0.00	16,298.99

POLK STREET

SWITCHING

Products and services:

Std. Line Capacity, Wired-for

Remote Communications Module

Optiset E Line Connection, 24 Ch

High Density 130 Ports CTM 110 Wall MDF

Sub-Total

24	480	14.40	(183.84)	310.56
1	10,500	1,000.00	(4,721.50)	7,478.50
1	3,960	119.00	(1,516.68)	2,562.32
1	514	380.00		894.00
	15,454	1,513.40	(5,722.02)	11,245.38

WORKPOINT COMMUNICATIONS

Products and services:

Optiset E Entry

Optiset E Basic

Optiset E Standard

Optiset E Advance Plus

Sub-Total

5	400		(160.00)	240.00
8	1,200		(480.00)	720.00
3	1,200		(459.60)	740.40
3	1,425		(570.00)	855.00
	4,225	0.00	(1,669.60)	2,555.40

OWNERSHIP SERVICES

Products and services:

Voice End-User Training Class(1 OF 12)

Set Up of Phones

Training Room Set Up

Data Cllctn Opt E per Phone, Adapter, Module

In-Use Port Activation Charge

Sub-Total

2		240.00		240.00
19		209.00		209.00
1		211.00		211.00
19		190.00		190.00
19		380.00		380.00
	0	1,230.00	0.00	1,230.00

TOTAL: \$15,030.78

Date: 2/25/98
Sender: Alan Carlson
To: Karen Kegg
Priority: Normal
Subject: RE: Request to Release \$75,000 in Reserved Funds

While one courtroom at 575 Polk Street was used as a clerk's office, we had other courtrooms at Folsom street. The relevant comparison is as follows. When the courts were in City Hall there were 18 jury courtrooms at City Hall and three at Polk. Now we have 21 jury courtrooms at McAllister and two at Polk plus the one being remodeled. So there is a net gain of three. However, we are swamped with cases, particularly asbestos cases, and are keeping every courtroom busy with retired and visiting judges and pro tems. Twice since January 1st we have had more judges than courtrooms because a case did not conclude when it was scheduled to and we had another one ready to go behind it. We "got away with it" only because a judge called in sick each time. We are also scheduled to get a new judgeship in July under the proposed state budget. Finally, the lease for Polk street is for ten years, with an option for another ten years, and we are in year seven, I think, of the first term. The lease payments come out of the Courthouse Construction fund, not the City general fund.

Item 8 – File 98-323

Department: Trial Courts

Item: Ordinance appropriating \$11,390,709 of Courthouse Construction Revenue Fund monies for professional services and debt service for the Trial Courts.

Amount: \$11,390,709

Source of Funds: Courthouse Construction Fund – These funds consist of a surcharge on civil and probate filing fees, and parking citations as follows: (1) First filing – Superior Court – \$50; (2) First filing – Municipal Court – \$10, and (3) Parking citations – \$1.50. According to Mr. Neal Taniguchi of the City Administrator's Office, as of March 5, 1998, the balance in the Fund was \$11,602,040. Approval of this subject request of \$11,390,709 would result in a net Fund balance of \$211,331.

Description: The new Civic Center Courthouse, at the corner of McAllister and Polk Streets, began operations on December 8, 1997. This subject request would appropriate \$11,390,709 in Courthouse Construction Fund monies for (a) the first Debt Service payment on the Certificates of Participation (COPs¹) issued to finance the new Courthouse facility, (b) Insurance and (c) Trustee's Fees.

Budget: The budget for the requested FY1997-98 costs is as follows:

April 1, 1998 Debt Service Payment	\$11,360,220*
Property and Rental Interruption Insurance	17,789
San Francisco Courthouse Corporation Directors and Officers Liability Insurance	8,700
Trustee's Fees	<u>4,000</u>
Total	\$11,390,709

* See Comment No. 1.

Comment: 1. According to the Mayor's Office of Public Finance, on March 15, 1998, the City will make its first debt service payment relating to the previously issued Certificates of

¹ A Certificate of Participation (COP) is a financing technique that provides long-term financing through a lease or installment sales agreement.

Participation (COPs), Series 1995 (Courthouse Project) in the amount of \$1,570,220. Subsequent debt service payments are due each September 15 and March 15 hereafter through and including March 15, 2021.

Additionally, on March 15, 1998, the City has a one-time opportunity to prepay \$9,790,000, without penalty or interest, of the \$60,520,000 in outstanding principal from available Courthouse Construction Fund monies. Therefore, this request for debt service payment totals \$11,360,220 (\$1,570,220 plus \$9,790,000).

The Mayor's Office of Public Finance reports that the prepayment opportunity saves the City approximately \$11,178,659 in interest expense over the next 23 years.

The lease payments on the new Civic Center Courthouse, which are funded from Courthouse Construction Fund, are paid by the City and County of San Francisco, on behalf of the Trial Courts, to the San Francisco Courthouse Corporation, who in turn services the debt to the COP investors through the Trustee.

2. According to Mr. Keith Grand, the City's Risk Manager, the premium amount required in FY 1997-98 for Property and Rental Interruption Insurance on the new Courthouse is \$17,789. Property Insurance protects the San Francisco Courthouse Corporation from damage resulting from fire, flood, and other natural hazards, except earthquakes. Rental Interruption Insurance protects the San Francisco Courthouse Corporation from loss of lease revenue which could result from damage of any kind which prevents the Trial Courts from being able to occupy the Courthouse, in which case the Trial Courts would not be obligated to make their lease payments due to the San Francisco Courthouse Corporation.

3. The San Francisco Courthouse Corporation is the nonprofit agency established to act as the lessor of the new Civic Center Courthouse. There are three Directors of the San Francisco Courthouse Corporation, Mr. John Ertola, Mr. Jack Pizza, and Mr. Edward Stern, and one Officer, Mr. Steve Nelson, the City's Director of Administrative Services, who serves as the Secretary to

BOARD OF SUPERVISORS
BUDGET ANALYST

the Corporation. According to Mr. Grand, Directors' and Officers' liability insurance was requested by the Directors and Officer of the San Francisco Courthouse Corporation because as the Directors and Officer of the San Francisco Courthouse Corporation, they are responsible for financial decisions that could effect the value of bonds. As such, liability insurance is necessary to specifically protect the Directors and Officers of the San Francisco Courthouse Corporation, according to Mr. Grand. According to Mr. Grand, the amount required for the San Francisco Corporation Directors' and Officers' Liability Insurance premium for FY 1997-98 is approximately \$8,700.

4. Mr. Taniguchi reports that the \$4,000 budgeted for Trustee's Fees for FY 1997-98 is the amount needed to pay the Bank of New York, Western Trust Company, which acts as Trustee for the San Francisco Courthouse Corporation. Mr. Taniguchi advises that the fees charged by the Trustee pay for annual administration of the COPs, including payments to investors.

5. According to Mr. Carlson, ongoing Debt Service, Insurance, and Trustee Fees for FY 1998-99 will be requested in the annual budget of the Trial Courts. The FY 1998-99 budgeted costs are \$4,100,000 for Debt Service, \$25,000 for Property and Rental Interruption Insurance, \$8,700 for the San Francisco Courthouse Corporation Directors and Officers Liability Insurance, and \$4,000 for Trustee Fees.

Recommendation: Approve the proposed ordinance.

Item 9 - File 228-97-2

Department: Building Inspection (DBI)

Item: Resolution urging the Building Inspection Commission to direct the Director of Building Inspection to identify sources of funds, including but not limited to the Code Enforcement Rehabilitation Fund (CERF), to be used to enable low-income homeowners and tenants to install releasable bars on sleeping room (primarily bedrooms, but any room that is regularly used for sleeping) windows and on doors (including gated doors) in their residences.

Description: Section 17958.4 of the California Health and Safety Code, which became effective on July 1, 1997, requires that security bars on windows and exit doors (including gated doors) in residential property are able to be opened by easy-to-use release mechanisms.

Section 310.4 of the City's Building Code and Section 801(4) of the City's Housing Code require that dwelling units on the first three floors of all residential buildings must have at least one window or door in each room used for sleeping that can be opened from the inside without a tool or special knowledge, so that residents would be able to escape in case of an emergency.

Section 1004.3 of the City's Building Code and Section 1001(l) of the City's Housing Code require that all exit doors (including gated doors) shall be able to be opened from the inside without the use of a key or special knowledge.

According to Mr. Frank Chiu, Director of Building Inspection, the only residential buildings not currently required to comply with the foregoing "emergency egress" requirements are one- and two-family residences constructed prior to the adoption of such requirements as contained in the 1962 City Building Code.

According to the proposed resolution, inspections of residential properties by the Department of Building Inspection (DBI) and the Fire Department have disclosed that numerous residential properties are not currently in compliance with the City's Building and Housing Codes

regarding the emergency egress requirements. Mr. Chiu reports that the use of fixed bars rather than bars with easy-to-use release mechanisms on windows in rooms used for sleeping is an extensive problem throughout the City, and that such fixed bars impair the ability to leave the premises. Further, Mr. Chiu reports that the problem of fixed bars on windows in rooms used for sleeping that cannot be easily opened is more prevalent in certain low-income and high-density areas of the City.

Mr. Laurence Kornfield of DBI reports that many residential buildings have iron grillwork or gates at the front exit door of the residence. According to Mr. Kornfield, most of these doors may be opened from the inside through the use of a "thumb-latch" or other latch, but that some of the doors require either a key or an electric buzzer to open the door from the inside. In such cases, as reported by Mr. Kornfield, the ability to leave the premises may not be available to occupants in case of an emergency when keys cannot be found or when the electric buzzer is inoperable.

According to Mr. Chiu, the City has 21,800 apartment buildings and approximately 105,400 one- and two-family buildings, for a total of approximately 127,200 residential buildings. Mr. Chiu reports that based on an on-going survey, DBI estimates that approximately one out of every 40, or approximately 3,180 of such residences, are not in compliance with the emergency egress requirements for windows in rooms used for sleeping.

Further, Mr. Chiu reports that the DBI estimates the same number of residences, 3,180, are not in compliance with the emergency egress requirements for doors.

The proposed resolution would urge the Building Inspection Commission to direct the Director of Building Inspection to identify sources of funds, including but not limited to the CERF, to be used to enable low-income homeowners and tenants to install easy-to-use release mechanisms on windows in rooms used for sleeping and on exit doors in their residences.

The City's Code Enforcement Rehabilitation Fund provides hardship loans to the owner-occupant of a one- or two-unit

residence, or condominium unit, to correct any condition within the unit which the Director of Building Inspection finds to be unsafe, provided that the owner-occupant provides the Director with evidence of title to the property, the owner-occupant is of low or moderate income, and the owner-occupant satisfies other criteria. The maximum amount of the loan is \$7,500 and the minimum is \$250. The loans are interest-free. If the owner is not the occupant of the residence, then the owner is ineligible for such loans. Furthermore, tenants are not eligible for such loans.

Comments:

1. Mr. Chiu reports that DBI is in the process of proposing an amendment to the Building Code that would require that rooms used for sleeping in all one- and two-family residences must have at least one window or door in each room used for sleeping that can be opened from the inside without a tool or special knowledge, so that residents would be able to leave the premises in case of an emergency.

2. Mr. Chiu also reports that in order to obtain a better estimate of the number of dwelling units not in compliance with the emergency egress requirements, DBI initiated a survey on February 12, 1998, whereby DBI Building and Housing Inspectors are presently surveying dwelling units to determine the incidence of non-compliance with the emergency egress requirements pertaining to rooms used for sleeping and exit doors.

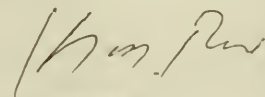
3. Mr. Chiu estimates that to date, between 500 and 800 of the owners of the estimated 3,180 residences that are not equipped with easy-to-use release mechanisms on the windows in rooms used for sleeping would apply for a loan to install the easy-to-use release mechanisms, and that the average applicant would have up to three windows in rooms used for sleeping which require retrofit. DBI estimates that the cost of retrofitting each window would cost between \$300 and \$500. Based on the foregoing estimates, Mr. Chiu has stated that he currently estimates that a fund of up to an estimated \$1,200,000 (800 units x three installations per unit x \$500 per installation) would be necessary to finance the costs of such retrofit work.

4. Mr. Kornfield reports that DBI anticipates that the costs of retrofitting exit doors would be relatively minor. According to

Mr. Kornfield, DBI intends to offer loan assistance in order to comply with the exit door requirement only to those owner-occupants who apply for a loan for retrofitting windows in sleeping rooms. Mr. Kornfield estimates that only about \$18,750 would be required to fund exit door retrofitting. The exit door retrofits for those not receiving loans, according to Mr. Kornfield, would be required as part of the general inspection/abatement activities of DBI, and can be expected to be undertaken without the financial assistance of the City.

5. According to Mr. David Serrano-Sewell of DBI, as of February 24, 1998, the CERF has a balance of \$388,335, as shown in the Attachment to this report. Funds for the CERF come from the State Franchise Tax Board, which denies Property Tax deductions if the owner's property is substandard. The Attachment contains the statement that, at present, DBI has identified the CERF as a source of loans to fund eligible applicants desiring to retrofit their residences to comply with the emergency egress requirements. The Attachment also contains the statement that the Director of Building Inspection was directed by the Building Inspection Commission at its meeting of March 4, 1998, to develop recommendations to the Building Inspection Commission concerning how DBI would implement the emergency egress requirements program using CERF and other potential sources of funding.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Teng
President Kaufman
Supervisor Newsom
Supervisor Ammiano
Supervisor Bierman
Supervisor Brown
Supervisor Katz
Supervisor Medina

Supervisor Yaki
Supervisor Yee
Clerk of the Board
Controller
Gail Feldman
Matthew Hymel
Stephen Kawa
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF BUILDING INSPECTION****WILLIE LEWIS BROWN JR., MAYOR
FRANK Y. CHIU, C.B.O., DIRECTOR****MEMORANDUM**

DATE: March 5, 1998
TO: Stanton Jones
Budget Analyst's Office

FROM: David Serrano-Sewell, Special Asst. to the Director *DS*

SUBJECT: CERF FUND/Window Bar Program

In response to Supervisor Newsom's "Window Bar Safety Funding" resolution, the Director's Office is preparing and identifying sources of possible funding to enable low income homeowners to install code compliant window bars and doors. At present, the department has identified the Code Enforcement Rehabilitation Fund as a means to allow qualified resident homeowners to apply for loans to correct unsafe building conditions.

At the March 4, 1998 Building Inspection Commission (BIC) meeting, Director Chiu reported to the commission the proposed language of Supervisor Newsom's resolution. In anticipation of the resolution's passage, the BIC requested Director Chiu to forward recommendations to the BIC as to how the DBI will implement this program using CERF and other potential sources of funding. Director Chiu will report to the BIC on March 18, 1998. The Department will work with all City agencies to ensure a timely implementation of this resolution.

Monies deposited to DBI from the Franchise Tax Board of California are allocated to the Code Enforcement Rehabilitation Fund (CERF). The CERF is a sub-fund of the Building Inspection fund. Contributions from the Franchise Board from 1996 are as follows:

•	1996	\$141,206
•	1997	\$176,779
•	1998	\$ 65,808

The current DBI balance to the CERF is \$388,335.

FYC/DSS/aa
stantonjones2

Attachment

cc: Director's Office File

1660 Mission Street, Sixth Floor - San Francisco, CA 94103
Office (415) 558-6131 - FAX (415) 558-6225

M I N U T E S

FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

DOCUMENTS DEPT.

MAR 19 1998

SAN FRANCISCO
PUBLIC LIBRARYWEDNESDAY, MARCH 18, 1998 - 1:00 P.M.VETERANS BUILDING
401 VAN NESS AVENUE
ROOM 410

MEMBERS: SUPERVISORS MABEL TENG, BARBARA KAUFMAN, GAVIN NEWSOM

ABSENT: SUPERVISOR NEWSOM

CLERK: JONI BLANCHARD

Meeting Commenced: 1:03 p.m.CONSENT CALENDAR

1. All items listed hereunder constitute a Consent Calendar, are considered to be routine by the Committee and will be acted upon by a single, roll-call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- a. File 98-0357. [Reserved Funds, Municipal Railway] Hearing to consider release of reserved funds, Municipal Railway (Small Grants Projects Fund, Ord. 213-91), in the amount of \$497,899, to fund the replacement of 20 depression beams for the MUNI Cable Car system. (Municipal Railway)

SPEAKERS: None.

ACTION: Release of \$497,899 approved. Filed.

- b. File 98-0370. [Reserved Funds, S.F. Art Commission] Hearing to consider release of reserved funds, Art Commission (fiscal year 1997-98 budget), in the total amount of \$154,200 (\$100,000 for purchase of computer system and related software; \$54,200 for asbestos removal at the South of Market Cultural Center). (S.F. Art Commission)

SPEAKERS: None.

ACTION: Release of \$154,200 approved. Filed.

- c. File 98-0404. [Reserved Funds, Assessor's Office] Hearing to consider release of reserved funds, Assessor's Office (AB 818 State Loan Revenue, Ord. No. 231-96), in the amount of \$150,000 to fund the implementation of a new automated property tax system, replacing an obsolete 1960's vintage system. (Assessor's Office)

SPEAKERS: Harvey Rose, Budget Analyst; Verne Walton, Assessor's Office - support.

ACTION: Hearing held. Release of \$25,000 approved. Filed.

REGULAR CALENDAR

2. File 98-0291. [Airport Concession Lease] Resolution approving the Boarding Area "F" Newsstand Lease between Del Luca Enterprises, Inc. and the City and County of San Francisco, acting by and through its Airport Commission. (Airport Commission)

SPEAKERS: Harvey Rose, Budget Analyst; Peter Nardoza, S.F. Airport - support.

ACTION: Hearing held. Recommended.

3. File 98-0322. [Appropriation, Dept. of Parking & Traffic] Ordinance appropriating \$162,360, Department of Parking and Traffic, of Rental and Lease Funds and Work Order Funds to purchase a new citation processing system and mobile radios for fiscal year 1997-98. (Controller)

SPEAKER: Ted Lakey, City Attorney

ACTION: Hearing held. Amended beginning on line 1 to replace "to purchase a new citation processing system" with "for equipment required for a new wide area network". (See new title). Consideration continued to 3/25/98.

New Title: [Appropriation, Dept. of Parking & Traffic] Ordinance appropriating \$162,360, Department of Parking and Traffic, of Rental and Lease Funds and Work Order Funds for equipment required for a new wide area network and mobile radios for fiscal year 1997-98. (Controller)

4. File 98-0320. [Appropriation, Dept. of Public Health - SFGH] Ordinance appropriating \$33,000,000, Department of Public Health, in medical revenues for San Francisco General Hospital's participation in the SB 855 Disproportionate Share Payment Program for fiscal year 1997-98. RO #97198. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Monique Zmuda, Department of Public Health - support.

ACTION: Hearing held. Recommended.

5. File 98-0321. [Appropriation, Recreation and Park Department] Ordinance appropriating \$1,450,000, Recreation and Park Department, for capital improvement projects - renovation of various soccer fields and the development of King Pool for fiscal year 1997-98. RO #97215. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Ernie Prindle, Recreation and Parks Department - support; Gary Jones - support; Andrew Solow - support; Chris Duderstart - support.

ACTION: Hearing held. Recommended.

6. File 97-97-60. [Excelsior Youth Center Gift Acceptance] Ordinance amending Administrative Code by adding Section 10.117-119 which authorizes the acceptance and expenditure of gift funds for the construction of the Excelsior Youth Center and establishes the Excelsior Youth Center Fund. (Supervisors Teng, Bierman)

SPEAKERS: None.

ACTION: Tabled.

7. File 190-97-11.1. [Parking Meter Replacement Program] Hearing to consider the status of the City-wide parking meter replacement program. (Supervisors Kaufman, Newsom, Bierman, Teng, Ammiano)

SPEAKERS: Harvey Rose, Budget Analyst; Supervisor Tom Ammiano - support; Stuart Sunshine, Director, Department of Parking & Traffic - support; Kathryn Hile, Department of Parking & Traffic - support.

NOTE: Supervisors Teng and Ammiano added as co-sponsors.

ACTION: Hearing held. Consideration continued to the Call of the Chair.

VOTE ON ALL ITEMS WAS 2 - 0, (WITH SUPERVISOR NEWSOM ABSENT FOR MEETING)

Meeting Adjourned: 2:25 p.m.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

March 13, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of*

SUBJECT: March 18, 1998 Finance Committee Meeting

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Item 1a - File 98-357

Department: Municipal Railway (MUNI)

Item: Hearing to consider the release of reserved funds in the amount of \$497,899 for MUNI to fund the replacement of 20 offset depression beams for the MUNI Cable Car System.

Amount: \$497,899

Source of Funds: Cable Car System Funds (Settlement Proceeds)

Description: In May of 1991, the Board of Supervisors approved an ordinance appropriating \$2,590,309 for MUNI to fund capital improvement projects and placed \$1,127,246 on reserve for the Cable Car Pull Curve Project (File 101-90-97). According to Mr. Win Hoblitzelle of MUNI, pull curves are curved steel rails that are located under the pavement and guide the grip (device that is attached to the cable car) around the curves of the street. Mr. Hoblitzelle reports that the Cable Car Pull Curve Project will include maintaining a visual inspection of the pull curves through the use of underground cameras and redesigning the existing pull curves, as needed.

Memo to Finance Committee
March 18, 1998, Finance Committee Meeting

MUNI is now requesting the release of \$497,899 of the \$1,127,246 on reserve for the Cable Car Pull Curve Project to instead fund the replacement of 20 offset depression beams with 20 spring depression beams for the Cable Car System. According to Mr. Hoblitzelle, a portion of the Cable Car Pull Curve Project would be deferred at this time since the replacement of the 20 offset depression beams is considered a higher priority project.

Mr. Hoblitzelle advises that an offset depression beam is a device for holding the cable of the cable car in the channel which is located in the middle of the tracks and under the pavement. The offset depression beam is fixed in place and the grip is guided by the beam around the pulleys (devices that the cable runs through). Currently, there are 20 offset depression beams that are not functioning properly according to Mr. Hoblitzelle. The cable is cutting the slot (steel material that forms the top of the channel) and sticking into the street which might block the cable car and injure pedestrians, passengers and MUNI staff.

The proposed request for \$497,899 in reserved funds would authorize MUNI to initiate an Invitation for Bids for a contractor to fabricate 20 spring depression beams to replace the 20 malfunctioning offset depression beams. Mr. Hoblitzelle advises that there are existing spring depression beams in certain areas of the Cable Car System and in contrast to offset depression beams, the spring depression beams are not fixed in place. Instead, the beam moves out of the way as the grip runs through the beam area and a spring returns the beam so that the pulleys can again guide the cable. The spring device is able to hold the cable in place resulting in improved safety and decreased maintenance costs over time according to Mr. Hoblitzelle.

Budget:

Shown as an Attachment to this report, provided by Mr. Hoblitzelle, the subject request in the amount of \$497,899 to purchase 20 spring depression beams is based on a detailed cost breakdown developed by the MUNI Cable Car and Rail Systems Group and reviewed by the MUNI Capital Engineering and Construction Division. As shown in the Attachment, MUNI has included a 15 percent contingency because, according to Mr. Hoblitzelle, MUNI cannot

precisely estimate the cost of the necessary materials for this project.

Comments:

1. Mr. Hoblitzelle advises that if the subject request is approved by the Board of Supervisors, the MUNI Cable Car and Rails Systems Group maintenance crew would install 20 spring depression beams in the Cable Car System over the next three years. Mr. Hoblitzelle advises that no additional maintenance staff would be required to complete this installation.

2. According to Mr. Hoblitzelle, the proposed replacement of the 20 offset depression beams with 20 spring depression beams should be accomplished as quickly as possible for passenger, pedestrian and MUNI staff safety.

Recommendation: Approve the requested release of reserved funds in the amount of \$497,899

DETAIL COST BREAKDOWN FORM B

MUNI CAPITAL ENGINEERING, 1145 MARKET ST., SAN FRANCISCO, 94103

CONCEPTUAL

DETAIL

FINAL

PROJECT TITLE:

PROJECT NO.:

CONTRACT NO.:

DATE:

PAGE

OF

2

DEPRESSION ASSIDUES AND ADDITIONAL PARTS

ITEM NO.	ITEM DESCRIPTION	QUANTITY	REF. #	UNIT COST**			TOTAL**		
				MATERIAL	LABOR	MAT. + LABOR	MATERIAL	LABOR	MAT. + LABOR
A	DEPRESSION BEAM	20 EA				12,912	258,240		
B	CHAFFING BAR	20 PCS		150	836	986	19,720		
C	CAM	20 PCS		28	533	561	11,220		
D	SPRINGS	20 PCS		100.00		100.00	2,000		
E	TRUNNION PULLEY (McGILL # REF)	60 PCS		200.00		200.00	12,000		
F	TRUNNION ASSEMBLY	20 PCS		134	2684	2818	56,360		
G	SWIVELS	20 PCS		150		150	3,000		
H	HATCH	20 EA		1212	2133	3345	66,900		
SUBTOTAL (THIS PAGE)							429,440		
INCL. (%) AREA ADJUSTMENT									
OVERHEAD & PROFIT									
CONTINGENCY									
TAX FOR B → H									
TOTAL (THIS PAGE)							664,416		
							4043		
							899		

Post-it* Fax Note 7671

Date 4/19/98 # of pages 2

To ANGELA GENTLER

Co. GILBERT KULGERT

Phone # 584-7642

Fax # 584-1545

Phone # 554-1837

Fax # 554-1837

CONCEPTUAL	
DETAIL	
FINAL	✓

DETAIL COST BREAKDOWN FORM B

MUNI CAPITAL ENGINEERING, 1145 MARKET ST., SAN FRANCISCO, 94103

PROJECT TITLE:

PROJECT NO.:

CONTRACT NO.:

DATE:

2-13-98

PAGE

2

OF

2

PREPARED BY:

S. FULGENCIO

CHECKED BY:

M. CAYABAMA

ITEM

NO.

ITEM DESCRIPTION

QUANTITY

NO.

UNIT

REF. *

UNIT COST **

MATERIAL

LABOR

MAT. + LABOR

MAT. + LABOR

MATERIAL

LABOR

TOTAL **

A DEPRESSION BEAM

1 BARS, ANGLES, CHANNEL, STEEL PLATE

500

LB

2.00

50.00

50.00

160.00

345

332

335

332

1380.00

1660.00

1340.00

1328

5708

4167

1670

107

12912

TOTAL (THIS PAGE)

(1.73 %) AREA ADJUSTMENT

(15 %) OVERHEAD & PROFIT

(8.5 %) CONTINGENCY

(8.5 %) TAX

TOTAL (THIS PAGE)

** INCLUDES OVERHEAD & PROFIT

Item 1b - File 98-370

Department: Art Commission
Department of Public Works (DPW)

Item: Hearing to consider the release of reserved funds in the total amount of \$154,200, of which \$100,000 is for the purchase of a computer system and \$54,200 is for asbestos removal at the City-owned South of Market Cultural Center.

Amount: \$154,200

Source of Funds: Reserves established by the Board of Supervisors in the FY 1997-98 budget of the Art Commission

Description: This request would authorize the release of \$100,000 on reserve in the FY 1997-98 budget of the Art Commission for the purchase of 14 computers, two printers, a Local Area Network, software, email licenses and maintenance, installation costs, and various computer related supplies.

This request would also authorize the release of \$54,200 on reserve in the FY 1997-98 budget of the Art Commission for a workorder to the Department of Public Works (DPW) to remove asbestos at the City-owned South of Market Cultural Center, located at 934 Brannan Street. According to Mr. Antonio Erazo at DPW, the \$54,200 would pay for the removal and proper disposal of all asbestos-containing materials from the South of Market Cultural Center facility.

Budget: Attachment I, provided by the Art Commission, details the \$100,000 requested for the computer system and associated hardware and software.

Attachment II, provided by DPW, details the cost of \$54,200 for the asbestos removal at the South of Market Cultural Center.

Comments: 1. According to Ms. Nancy Gonchar of the Art Commission, the Art Commission operates in three separate locations, the ground floor and second floor at 25 Van Ness Avenue and the first floor of 401 Van Ness

Computer Project:

14 Desktop computers and monitors	\$27,000
Data & Communications Servers	\$21,000
Hubs and switches	\$3,200
Printers & Imagers	\$15,000
Software & misc. supplies	\$10,000
Cc: Mail Licenses & maintenance	\$2,300
Cabling, Electrical, telephone line installation	\$8,000
Professional Services Installation, configuration, training	\$10,000
Desktop help, one-year contract	\$3,500
<u>TOTAL</u>	<u>\$100,000</u>



Bureau of Construction Management
Assessment and Remediation Division

1680 Mission Street, 1st Floor
San Francisco, CA 94103

Work Directive/Project Estimate

Date: 01/15/97

Project Name: SFAC, South of Market Cultural Center - Limited Asbestos Abatement.

Requesting Department: San Francisco Art Commission.

Requesting Department Contact: Liz Lerma.

W/BCM-SAR Contact: Antonio Erazo.

WORK DESCRIPTION:

The scope of work consists of the encapsulation of plaster-like filling material used in cracks within the heavy timber columns up to the height of 20 feet, the removal and proper disposal of approximately 822 SQ FT asbestos-containing (AC) floor tile and mastic from wood substrate on the second floor, and one of the following options:

- ① The removal and proper disposal of App. 240 LI FT and 100 SQ FT of AC air cell insulation from the ventilation duct and related pipe systems throughout the 1st Fl.,
- ② The removal and proper disposal of AC insulation from duct and related pipe systems throughout the building, and
- ③ The removal and proper disposal of the existing ventilation duct and related pipe systems throughout the building.

WORK ESTIMATE:

	OPTION ①	OPTION ②	OPTION ③
BCM/SAR labor costs (PM & Coord.)	\$3,019.00	\$3,019.00	\$3,019.00
Consultant Costs	\$4,660.00	\$4,660.00	\$4,660.00
Contractor Costs	\$43,540.00	\$44,545.00	\$46,530.00
T O T A L S	<u>\$51,219.00</u>	<u>\$52,224.00</u>	<u>\$54,209.00</u>

I, the undersigned, am requesting BCM/SAR to proceed with this project. The undersigned requests the above work to be performed and agrees to fully and timely fund BCM/SAR's, the Contractor's, and the Consultant's charges for environmental services rendered by these parties in the above described project.

Client's Signature and Title

Date

If you have any questions, please call me at 554-8370. Please be aware that no work can begin until a Work Order is received by Tony Fang in DPW Accounting, 875 Stevenson, 4th Floor.

Steve Mullinnix - Division Manager

Date

Phone (415)554-8383

as:\WP\EO\THE.DOT REV. 6/21/95

Fax (415)554-8371

Item 1c - File 98-404

Department: Office of the Assessor-Recorder

Item: Hearing to consider the release of reserve funding in the amount of \$150,000 to be used for Contractual Project Management Services for the implementation of the City's Integrated Property Assessor-Controller-Tax Collector System, INPACT.

Amount: \$150,000

Source of Funds: Previously appropriated and reserved funds

Description: In June of 1996, the Board of Supervisors approved File 101-95-84, in which \$300,000 was appropriated to the Assessor's Office to fund a Project Management contract for the implementation of the City's Integrated Property Assessor-Controller-Tax Collector system (INPACT), which will enhance and streamline Property Tax collections. Of this \$300,000 appropriated for contract Project Management, \$150,000 was placed on reserve pending the selection of a consultant under the City's Request for Proposal process.

In November of 1996, a two year contract was awarded to Integrated Business Solutions to serve as the Project Manager. The contract with Integrated Business Solutions (IBS) covered the two year period from November 1, 1996 through October 31, 1998. The original allocation of \$150,000 was expended in the first year of the contract, November 1, 1996 through October 31, 1997. According to Ms. Tommie Whitlow of the Office of the Assessor-Recorder, IBS continued to serve as Project Manager from November 1, 1997 through December 31, 1997 without pay.

In December of 1997, IBS and the Assessor's Office mutually agreed that IBS would resign and the contract was terminated. IBS is still owed for their Contractual Project Management Services for two months, November and December of 1997, at a rate of \$12,500 per month for a total of \$25,000. As of the writing of this report, a new

Project Manager has not yet been retained by the Assessor.

Budget:

Project Management Contractual Services of \$12,500 per month for 12 months, for a total of \$150,000.

Comment:

1. According to Mr. Verne Walton of the Assessor-Recorder's Office, the INPACT System will serve the Office of the Assessor-Recorder, the Tax Collector's Office and the Controller's Office by providing interface with 20 other City departments, thereby enhancing and streamlining Property Tax collections. Mr. Walton reports that upon implementation of INPACT, the Assessor, Controller, and Tax Collector will have improved capability to administer and collect Property Taxes.

2. The Project Management services include monitoring the vendor contract with Easy Access, Inc., from whom the City purchased the INPACT computer system, as well as working with the Department of Telecommunication and Information Services (DTIS) to insure proper integration of the system between the three primary users – the Offices of the Assessor-Recorder, Tax Collector, and Controller – and serving as a liaison to the 23 other City departments that will be integrated into the INPACT computer system. A list of the 23 Departments is shown in the Attachment to this report.

3. According to Mr. Walton, the estimated date for completion of the implementation of the INPACT system is February of 1999. Therefore, according to Mr. Walton, the Assessor-Recorder expects to select another contractor to serve as the Project Manager for the implementation of INPACT and to award a contract that would extend through February of 1999. Any funds which would be needed for the contract in addition to the \$150,000 presently on reserve would be subject to separate, future appropriation approval by the Board of Supervisors.

4. The subject request to release the previously reserved \$150,000 should be reduced by \$125,000, releasing a total of \$25,000 to pay for Project Management Contractual Services for the two months of November and December of

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BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1c - File 98-404

Department: Office of the Assessor-Recorder

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In December of 1997, IBS and the Assessor's Office mutually agreed that IBS would resign and the contract was terminated. IBS is still owed for their Contractual Project Management Services for two months, November and December of 1997, at a rate of \$12,500 per month for a total of \$25,000. As of the writing of this report, a new

Project Manager has not yet been retained by the Assessor.

Budget:

Project Management Contractual Services of \$12,500 per month for 12 months, for a total of \$150,000.

Comment:

1. According to Mr. Verne Walton of the Assessor-Recorder's Office, the INPACT System will serve the Office of the Assessor-Recorder, the Tax Collector's Office and the Controller's Office by providing interface with 20 other City departments, thereby enhancing and streamlining Property Tax collections. Mr. Walton reports that upon implementation of INPACT, the Assessor, Controller, and Tax Collector will have improved capability to administer and collect Property Taxes.

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Memo to Finance Committee

March 18, 1998 Finance Committee Meeting

1997. The remaining \$125,000 should continue to be reserved, pending selection of a new Project Management contractor, and a determination as to the costs needed for the new contract.

Recommendation:

In accordance with Comment No. 4 above, release funds in the amount of \$25,000 and continue to reserve the remaining \$125,000.

Memo to Finance Committee

March 18, 1998 Finance Committee Meeting

1997. The remaining \$125,000 should continue to be reserved, pending selection of a new Project Management contractor, and a determination as to the costs needed for the new contract.

Recommendation:

In accordance with Comment No. 4 above, release funds in the amount of \$25,000 and continue to reserve the remaining \$125,000.

Attachment

City and County of San Francisco

Office of the Assessor-Recorder

Doris M. Ward
Assessor-Recorder

March 13, 1998

DEPARTMENTS WHICH INTERFACE WITH THE ASSESSOR'S DATA BASE

Assessment Appeals Board
Controller
Tax Collector
Finance
City Planning
Department of Building Inspections
General Hospital
Department of Public Health
DPW Clean Water
Police Department/Police Commission
Fire Department
PUC
Real Estate Department

Recreation Department
Superior court
Registrar of Voters
Housing Authority
Redevelopment
Sheriff
SFUSD Board of Ed. Tax District
Purchasing Department
Rent Board
District Attorney Family Support

Memo to Finance Committee
March 18, 1998, Finance Committee Meeting

Item 2 - File 98-291

Department: Airport Commission

Item: Resolution authorizing a new Concession Lease between Del Duca Enterprises, Inc. and the City and County of San Francisco, acting by and through the Airport Commission for a Boarding Area "F" Newsstand in the North Terminal of San Francisco International Airport.

Location: Approximately 593 square feet in Boarding Area "F" which is located adjacent to Gate 82 on the second level of the North Terminal of the Airport

Purpose of Lease: Concession space to sell newspapers, periodicals, books, and other items as described in the Description Section below.

Lessor: City and County of San Francisco through the Airport Commission

Lessee: Del Duca Enterprises, Inc.

Number of Square Feet: Approximately 593 square feet

Term of Lease: The proposed concession lease would commence on September 8, 1998 for a period of five years.

Annual Rent Payable by Concessionaire to the Airport:

12% of annual gross revenues realized up to and including \$1,000,000; plus

14% of annual gross revenues realized in excess of \$1,000,000 up to \$1,500,000; plus

16% of annual gross revenues realized in excess of \$1,500,000;

or the Minimum Annual Guarantee of \$600,271, whichever is greater.

**Utilities and
Janitorial
Services:**

The Lessee will pay for the costs of all utilities and janitorial services

Right of Renewal: None

Description:

Ms. Dorothy Schimke of the Airport reports that the concession space for the newsstand in Boarding Area "F" of the North Terminal is currently incorporated in an existing lease, entitled, Boarding Area "E" Principal Concession Lease. That lease, which was approved by the Board of Supervisors in 1992, was awarded to Del Duca Enterprises, Inc., for a period of five years from May 15, 1993 through May 14, 1998 (File 62-92-4). Ms. Schimke advises that the Airport Commission recently approved a holdover of that lease until September 8, 1998 (approximately four months) (see Comment No. 1). The Boarding Area "E" Principal Concession Lease includes 3,285 square feet of concession space in Boarding Areas "E" and "F" and provides space for five concessions. Three of the existing concessions are currently operated by Del Duca Enterprises, Inc.: (1) the newsstand in Boarding Area "F" (593 square feet), which is the subject of this request for a proposed new concession lease; (2) a general store (1,692 square feet) in Boarding Area "E"; and (3) a newsstand (312 square feet) in Boarding Area "E". In addition, Del Duca Enterprises, Inc. subleases two concession spaces to Tan Enterprises: a collectibles gift shop (311 square feet) at Boarding Area "E" and a fashion accessories shop (377 square feet) at Boarding Area "E".

The Airport has been receiving the Minimum Annual Guarantee revenues of \$1,178,640 from the Boarding Area "E" Principal Concession Lease. However, that lease does not allocate the Minimum Annual Guarantee among the five concessions according to Ms. Schimke. Applying the percentage rent specified in the Boarding Area "E" Principal Concession Lease on the gross revenues for the past twelve months, Ms. Schimke estimates that the annual rent from the newsstand concession in Boarding Area "F" would have been \$380,000.

Thus, the Minimum Annual Guarantee of at least \$600,271 for the proposed concession lease for the newsstand in the

Memo to Finance Committee

March 18, 1998, Finance Committee Meeting

Boarding Area "F" would represent an increase of an estimated \$220,271 (\$600,271 less \$380,000) or 58 percent over the estimated annual rent of \$380,000 from the newsstand concession in Boarding Area "F."

The proposed resolution (File 98-291) would authorize the Airport Commission, to enter into a Concession Lease with Del Duca Enterprises, Inc. to lease the newsstand in Boarding Area "F" only. The Airport has issued an Invitation for Bids for a new principal concession lease for the other four concession spaces currently leased by Del Duca Enterprises, Inc., under the Boarding Area "E" Principal Concession Lease. The award of such principal concession lease will be subject to separate future legislative approval by the Board of Supervisors.

Ms. Schimke reports that Del Duca Enterprises, Inc. will use the newsstand concession in Boarding Area "F" to sell, on a non-exclusive basis: newspapers, periodicals, paperback and hardback books, and sundry items including greeting cards, post cards, stationary supplies, candy bars, health and beauty aids, toiletries, photographic accessories and other items as approved by the Director of Airports. Souvenir items including apparel are limited to 150 square feet of the subject premises.

Ms. Schimke advises that the Airport requires that new lessees pay for all tenant improvements, as approved by the Airport Commission. According to Ms. Schimke, the lessee is required to expend a minimum of \$88,950 (\$150 x 593 square feet.) on such improvements which are to be completed within 90 days. Upon receiving adequate evidence of lessee's construction costs and payments, the Airport will provide the lessee with a rental credit of \$75 per square foot, or a total of \$44,475, off the first year's rent.

In addition, Ms. Schimke advises that, under the proposed concession lease, Del Duca Enterprises, Inc. has the option to request that the Airport approve a temporary facility in the immediate vicinity of the newsstand in Boarding Area "F" to sell merchandise during the period when the tenant improvements are being made. During this construction period of an estimated 90 days, Del Duca Enterprises, Inc. would pay the Airport Commission a percentage rent at 12 percent of gross revenues. After construction of the

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improvements to the newsstand concession space have been completed, the Minimum Annual Guarantee of \$600,271 will become effective.

Comments:

1. According to Ms. Schimke, Del Duca Enterprises, Inc. was selected as the highest bidder, based on the Minimum Annual Guarantee, through a competitive bidding process for the newsstand concession space in Boarding Area "F". Bids were received from the following three firms:

<u>Bidder</u>	<u>Minimum Annual Guarantee</u>
Del Duca Enterprises, Inc.	\$600,271.00
DeLa Ve, Inc.	\$476,399.99
Western Sports Enterprises, Inc.	\$400,001.95

2. Ms. Schimke advises that if renovations of the North Terminal result in the closure of any portion of Boarding Area "F" during the term of the subject concession lease, then, at the City's option, the concession lease can be terminated and the Airport would reimburse the lessee for any unamortized costs of the tenant improvements, using the straight-line amortization method over the five year lease period. Proof of unamortized costs must be provided to the Airport prior to such reimbursements.

Recommendation: Approve the proposed resolution.

Memo to Finance Committee

March 18, 1998, Finance Committee Meeting

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Ms. Schimke reports that Del Duca Enterprises, Inc. will use the newsstand concession in Boarding Area "F" to sell, on a non-exclusive basis: newspapers, periodicals, paperback and hardback books, and sundry items including greeting cards, post cards, stationary supplies, candy bars, health and beauty aids, toiletries, photographic accessories and other items as approved by the Director of Airports. Souvenir items including apparel are limited to 150 square feet of the subject premises.

Ms. Schimke advises that the Airport requires that new lessees pay for all tenant improvements, as approved by the Airport Commission. According to Ms. Schimke, the lessee is required to expend a minimum of \$88,950 (\$150 x 593 square feet.) on such improvements which are to be completed within 90 days. Upon receiving adequate evidence of lessee's construction costs and payments, the Airport will provide the lessee with a rental credit of \$75 per square foot, or a total of \$44,475, off the first year's rent.

In addition, Ms. Schimke advises that, under the proposed concession lease, Del Duca Enterprises, Inc. has the option to request that the Airport approve a temporary facility in the immediate vicinity of the newsstand in Boarding Area "F" to sell merchandise during the period when the tenant improvements are being made. During this construction period of an estimated 90 days, Del Duca Enterprises, Inc. would pay the Airport Commission a percentage rent at 12 percent of gross revenues. After construction of the

improvements to the newsstand concession space have been completed, the Minimum Annual Guarantee of \$600,271 will become effective.

Comments:

1. According to Ms. Schimke, Del Duca Enterprises, Inc. was selected as the highest bidder, based on the Minimum Annual Guarantee, through a competitive bidding process for the newsstand concession space in Boarding Area "F". Bids were received from the following three firms:

<u>Bidder</u>	<u>Minimum Annual Guarantee</u>
Del Duca Enterprises, Inc.	\$600,271.00
DeLa Ve, Inc.	\$476,399.99
Western Sports Enterprises, Inc.	\$400,001.95

2. Ms. Schimke advises that if renovations of the North Terminal result in the closure of any portion of Boarding Area "F" during the term of the subject concession lease, then, at the City's option, the concession lease can be terminated and the Airport would reimburse the lessee for any unamortized costs of the tenant improvements, using the straight-line amortization method over the five year lease period. Proof of unamortized costs must be provided to the Airport prior to such reimbursements.

Recommendation: Approve the proposed resolution.

Item 3 - File 98-322

Department: Department of Parking and Traffic (DPT)

Item: Ordinance reappropriating \$162,360 to purchase mobile radio equipment and to procure and install a wide area network.

Amount: \$162,360

Source of Funds: Surplus funds previously appropriated in the FY 1997-98 Budget for Rent and Leases (\$107,000) and Services of Other Departments-Telecommunications and Information Services (\$55,360).

Description: The Department of Parking and Traffic is requesting a reappropriation of funds in the Department's FY 1997-98 budget in the amount of \$162,360 to (a) purchase 80 mobile radios including 29 reconditioned mobile radios and 51 new mobile radios and related supplies at a cost of \$55,360 and (b) procure and install a wide area network¹ at a cost of \$107,000.

According to Ms. Julia Dawson of DPT, the mobile radios would enable DPT Parking Control Dispatchers to deploy all of the Department's Parking Control Officers quickly and efficiently since the DPT Parking Control Dispatchers would be in continual radio contact with the Parking Control Officers. Ms. Dawson also states that the mobile radios would provide greater safety by enabling Parking Control Officers to communicate in an expeditious manner with the Police Department and other providers of emergency services.

According to Ms. Dawson, a wide area network would permit all DPT Units to share computer files and enable electronic mail to enhance the Department's efficiency and responsiveness to the public. Attachment I to this report, provided by the Department of Parking and Traffic, is a memorandum listing the specific benefits that would result from the Department's implementing the

¹ A communications network that connects geographically separated areas, primarily for sharing computer files and providing access to electronic mail.

subject wide area network. This memorandum states that the "network is vital to the department because it will improve our responsiveness to the public and make our department more efficient."

Budget:

Radios

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
Reconditioned radios ²	29	\$200	\$5,800
New radios	51	725	36,975
Speaker microphones	51	65	3,315
6-unit charges	9	495	4,455
Spare batteries	17	55	935
Sales Tax @ 8.5%			<u>3,883</u>
Total			\$55,363*

*Rounded to \$55,360

Wide Area Network

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
Network Server and Related hardware	1	\$37,081	\$37,081
Network Software and Licenses	1	7,619	7,619
Network Hardware – Routers and Switches	n/a	n/a	14,952
Remote Site Software	1	5,471	5,476
Full Workstations	4	2,276	9,104
Client Workstations	14	1,294	18,123
Configuration and Installation	n/a	n/a	<u>14,645</u>
			\$107,000

Comments:

1. The title of the proposed ordinance refers to a "citation processing system." That system will be the subject of separate future legislation. Therefore, the title of the proposed ordinance should be amended to read "equipment required for a new wide area network" in place of "to purchase a new citation processing system."

2. Ms. Dawson reports that mobile radios are provided to DPT Traffic Control Officers for use in the field. According

² Surplus mobile radios previously owned by the Fire Department that would be reconditioned by the Department of Telecommunications and Information Services at a cost of approximately \$200 each.

to Ms. Dawson, the DPT presently has 288 Traffic Control Officers and Traffic Control Supervisors but only 208 mobile radios. Ms. Dawson reports that this request for 80 additional mobile radios would provide DPT with a total of 288 mobile radios, which would enable the Department to provide each Traffic Control Officer and each Traffic Control Supervisor with a mobile radio.

3. Attachment II to this report contains the actual unit quotations for the radio equipment, as provided to the City Purchaser. Although the Department's request of \$55,360 includes the costs for the equipment, Ms. Dawson states that the Department inadvertently did not include the necessary labor costs of \$3,200.13. The Department intends to cover this shortage of \$3,200.13 with existing budgeted surplus funds.

4. Ms. Dawson reports that both the mobile radio equipment as well as the wide area network would be procured by the City Purchaser through a competitive bidding process.

5. Ms. Deborah Vincent-James of the Committee on Information Technology (COIT) reports that COIT has reviewed and approved the proposed wide area network procurement.

Recommendations:

1. In accordance with Comment No. 1, amend the title of the proposed ordinance to substitute "equipment required for a new wide area network" in place of "to purchase a new citation processing system."

2. Approve the proposed ordinance as amended.



WILLIE LEWIS BROWN, JR., Mayor
BILL MAHER, EXECUTIVE DIRECTOR

City and County of San Francisco



MEMORANDUM

To: Honorable Members
Parking and Traffic Commission

From: Kathryn Hilt, Budget and Finance Director

Through: Bill Maher, Executive Director *B.M.*

Subject: Resolution authorizing the Executive Director to submit a supplemental appropriation request for \$107,000 for equipment necessary to complete installation of the department's wide area network

Date: January 30, 1998

Attached for your consideration is a resolution approving a supplemental appropriation request for \$107,000 to complete the installation of the department's wide area network.

The Department of Parking and Traffic has been attempting to implement a wide area network. This network is vital to the department because it will improve our responsiveness to the public and make our department more efficient. A wide area network will provide our department with the following benefits. We will be able to:

- Implement the new citation processing system;
- Improve our response time to citizen complaints by creating a central electronic routing system between divisions;
- Share payroll timekeeping information instantaneously between all divisions;
- Improve and streamline purchasing by giving all locations access to citywide databases;
- Have instantaneous communication between all divisions using electronic mail and file sharing;
- Speed up the response time to maintenance requests between traffic engineering and the Signal, Sign, Paint, and Meter Shops. It will also allow the shops to communicate electronically with other City departments, such as Public Works.

Memo: Authorize a supplemental appropriation to complete a wide area network
January 30, 1998
Page 2 of 2

The department has an immediate need for this network. It will be the foundation for the modernization of our citation processing system. With a departmental network, all of our employees would be able to communicate with one another quickly and easily, improving our responsiveness to the community, the Commission, and the Mayor's Office. Without the ability to share information electronically, our remote sites must rely on administrative or engineering staff to complete the preliminary steps or wait for interdepartmental mail. These delays waste time and the department's limited resources. The network will allow all division employees to look up information tracked by other divisions. For example, an employee in administration will be able to look up citizen appeals about parking citations, meter repair records, or enforcement ticket issuance records quickly and easily.

In FY 1996/97, the department used surplus funds from the previous fiscal year to purchase some equipment for a wide area network. At that time, the department had no "information system" (IS) employees and limited technical expertise, so it put this project on hold. At the beginning of this fiscal year, the department hired an IS Manager to develop and implement a revised plan for a wide area network. Originally, the department planned to purchase file servers for each location. This type of network design would have met the department's needs but it would have cost \$210,000 and required extensive technical support. We have developed a new wide area network plan that offers a better solution to meet the department's needs.

We propose to purchase software called "WinFrame." With WinFrame, all software applications and data would be stored on one powerful computer server located at 25 Van Ness. WinFrame offers the department many advantages. Older computers can connect to this system and run modern software just as well as a new machine. Also, with WinFrame the department would need to purchase only one powerful computer server. A WinFrame system would also be much easier for our department to maintain. Currently, we only have one IS employee in a department of over 600 people. With WinFrame, all of the applications and files for the entire department would be stored on the server at 25 Van Ness, simplifying network support and maintenance.

Our department's new network plan will cost \$107,000. It includes the new server and software described above as well as other network hardware and new computers. These computers are for the Enforcement Division when they move into their new facility.

Completing the wide area network is vital to our department. With all of our divisions connected electronically, we can improve our service to the public. We ask the Commission to urge the Mayor's Office to approve a supplemental appropriation for \$107,000 to complete the installation of our wide area network.

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Item 4 – File 98-320

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Supplemental appropriation ordinance appropriating \$33,000,000 in Medi-Cal revenues for San Francisco General Hospital's participation in the SB 855 Disproportionate Share Payment Program.

Amount: \$33,000,000

Source of Funds: Medi-Cal Revenues

Description: Senate Bill 855 (SB 855) established a Disproportionate Share Payment Program that provides a mechanism for additional supplemental payments to the State's disproportionate share hospitals, such as SFGH. A disproportionate share hospital is defined as a hospital with a Medi-Cal inpatient and indigent utilization rate higher than the State average. SFGH is a designated disproportionate share provider which is eligible to receive funds under the SB855 Program, according to Ms. Monique Zmuda of the DPH.

Under this Disproportionate Share Payment Program, the City is required to make a transfer of funds to the State Department of Health Services (DHS). The State obtains matching Federal funds to the transferred funds, and the transferred funds plus the matching Federal funds are then distributed back to the disproportionate share hospitals as Medi-Cal revenues based on Medi-Cal patient days of services. The amount that the City must transfer to the State DHS is based on a statutory formula.

Under this request, which would appropriate \$33 million in Medi-Cal revenues for payment to the State, the State would allocate back to the City an estimated \$49.8 million in Medi-Cal revenues, resulting in an estimated net gain to the City of \$16.8 million.

Based on the City's prior participation in the SB 855 Program for FY 1997-98, the City's net benefit for participating in this program is an estimated \$39 million

BOARD OF SUPERVISORS
BUDGET ANALYST

including the estimated \$16.8 million which would result from this subject request.

Comments:

1. According to Ms. Zmuda, the additional revenue of \$16,800,000 to be realized from the State in FY 1997-98, if this subject supplemental appropriation request is approved, would be partially used for a pending supplemental appropriation of \$7,800,000 to fund additional expenses associated with patient volume at SFGH. The remaining \$9,000,000 (16,800,000 less \$7,800,000) would be unappropriated revenue in the SFGH operating budget until the end of FY 1997-98, at which point the \$9,000,000 would revert to the City's General Fund.

2. Mr. Madden advises that the Controller will not release any of the requested \$33,000,000 appropriation until formal notification is received from the State indicating the specific level of Medi-Cal revenues that will be allocated back by the State to the City.

Recommendation:

Approve the proposed ordinance.

Memo to Finance Committee
March 18, 1998 Finance Committee Meeting

Item 5 - File 98-321

Department: Recreation and Park Department (RPD)
Department of Public Works (DPW)

Item: Ordinance appropriating \$1,450,000 of RPD revenues to (a) renovate six existing soccer fields and construct one new soccer field (\$425,000), (b) acquire a computerized soccer field reservation system (\$25,000), and (c) reconstruct the Martin Luther King, Jr., Pool (\$1,000,000).

Amount: \$1,450,000

Source of Funds:

3Com Park Admissions Tax	\$293,000	
3Com Park Rental Revenue	<u>737,000</u>	
Subtotal		\$1,030,000
St. Mary's Garage	\$171,000	
Union Square Garage	164,000	
Civic Center Garage	<u>85,000</u>	
Subtotal		<u>420,000</u>
Total		\$1,450,000

Description: The proposed supplemental appropriation would provide funds for two capital projects and one computer project, as follows: (a) planning and design services, construction management, demolition of an existing 15,000 square foot indoor pool facility, and removal of a display airplane at the Martin Luther King, Jr., Pool Reconstruction Project (\$1,000,000), (b) renovating six existing soccer fields and constructing one new soccer field (\$425,000), and (c) acquiring a computerized soccer field reservation system (\$25,000).

The total estimated cost to reconstruct the Martin Luther King, Jr., Pool Project is \$6,200,000. The pool is located in the Bayview Playground, at the intersection of Third Street and Armstrong Avenue.

Ms. Jacqueline Barsh of RPD states that this subject request of \$1,000,000 for the Martin Luther King, Jr., Pool Reconstruction Project would be used to (a) remove a military airplane that is on display at the pool that,

BOARD OF SUPERVISORS
BUDGET ANALYST

according to Mr. Don Alameida of DPW, is considered a safety hazard, (b) continue the planning and design phase of the Project, (c) provide funds for DPW construction management, and (d) demolish the existing 15,000 square foot indoor pool facility.

Ms. Barsh reports that the work to be performed by outside contractors on the Martin Luther King, Jr., Pool Reconstruction Project would be on a Request-for-Proposals and/or an Invitation-for-Bids competitive basis.

With respect to the renovation work to be accomplished at the six existing soccer fields, Ms. Barsh states that purpose is to restore the soccer fields to adequate playing condition by providing proper grading, sodding, and irrigation. The six existing soccer fields to be renovated are located at the following RPD facilities: Crocker-Amazon Playground (four soccer fields), Ocean View Recreation Center (one soccer field), and Youngblood Coleman Playground (one soccer field).

Ms. Barsh advises that in addition to the renovation of the above-noted six existing soccer fields, one new soccer field will be constructed at the Ocean View Recreation Center.

According to Ms. Barsh, all of the work regarding the soccer fields, with the exception of irrigation work, which will be performed in-house by RPD, will be accomplished by construction contractors under a competitive bid process.

With respect to the \$25,000 computerized system for soccer field reservations, Ms. Barsh reports that currently, all reservations are handled manually, A computerized system to be developed in-house by the Department of Telecommunications and Information Services (DTIS), according to Ms. Barsh, would result in improved service to the public by enabling more accurate and rapid retrieval of reservation information as well as retrieving information on maintenance work on the soccer fields, which would be integrated into the reservation system.

Budget:

Attachment I contains (a) a project description as well as a budget for the Martin Luther King, Jr., Pool Reconstruction Project which has a total project cost of \$6.2 million, (b) the funding sources for this \$6.2 million project including the \$1 million funding source of this subject request, (c) a detailed budget for the \$1,000,000 of work to be accomplished under this subject request, and (d) contract details for the work to be performed at the Martin Luther King, Jr., Pool, including hourly rates and number of hours for outside consultants and City staff.

Attachment II to this report includes a budget and project descriptions for the renovation work to be accomplished at the six existing soccer fields and the construction of a new soccer field, in the total amount of \$425,000. Attachment II also contains details for (a) the work to be performed at the soccer fields by RPD and (b) the work to be performed by DTIS in developing the proposed computerized soccer field reservation system, including the number of hours allocated and hourly rates.

Comments:

1. As shown in Attachment I, in a memorandum from the RPD, the Department has identified FY 1997-98 surplus funds of \$1,450,000 to pay for this request. The RPD memorandum specifically explains the nature and reasons for the \$1,450,000 surplus, by each account, as identified in the Source of Funds Section above.

2. Of the estimated \$6,200,000 cost for the Martin Luther King, Jr., Reconstruction Project, a total of \$4,700,000 would be provided by Open Space Fund monies. Of this \$4,700,000 in Open Space Fund monies, \$2,266,239 had been allocated to the South of Market Park Project. However, that site is currently being used by the San Francisco Unified School District and will not be available for development for approximately three years, according to Ms. Barsh. An additional \$200,000 had been allocated for a Mini-Park in Visitation Valley. According to Mr. Marvin Yee of RPD, the plans for this mini-park are being expanded and total estimated funds of \$500,000 for that project will be needed. It should also be noted, that a \$500,000 in General Fund monies, which had been allocated for a Disabled Access Project at 3Com Park, would be reallocated to the Martin Luther King, Jr. Pool

Project. The Disabled Access Project is currently under review by the City Attorney, according to Ms. Barsh.

3. As shown in Attachment III to this report, the Capital Improvement Advisory Committee (CIAC) has recommended that the soccer field renovation project be approved and that the Martin Luther King, Jr. Pool reconstruction project be approved, subject to approval and Negative Declaration by the Planning Department.

4. Ms. Gwen Gee of the Committee on Information Technology (COIT) reports that COIT has reviewed and approved the proposed computerized soccer field reservation system.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

City and County of San Francisco

Recreation and Park Department



TO: Harvey Rose
FROM: Emie Prindle *cut*
SUBJECT: King Pool and Soccer Field Supplemental
CC: Stan Jones
DATE: March 13, 1998

The Recreation and Park Department will generate a revenue surplus of approximately \$2.5 million for FY 1997-98. The proposed supplemental appropriation ordinance would appropriate \$1,450,000 of this revenue surplus. These surplus revenues are available from the following sources:

1. 49ers Playoff Revenue: The department has received surplus revenues from admissions tax and admission fees for each playoff game (Minnesota on January 10, 1998 and Green Bay on January 18, 1998). Playoff revenue is not budgeted as part of the Department's revenue budget, and therefore, a total of \$1,030,000 will be used to fund the proposed supplemental appropriation, consisting of \$293,000 in Admissions Tax and \$737,000 in Admissions fees.
2. Parking Garages: Currents estimates shows that the parking garage revenue will exceed budget by \$420,000. These revenues are comprised as follows: (St. Mary's Garage \$171,000, Union Square \$164,000, and Civic Center \$85,000).

The original supplemental appropriation request from the Recreation and Park Department was \$1,675,000. This amount was subsequently reduced by the Mayor's Office to \$1,450,000. The supplemental request funds the following items:

King Pool Renovation (\$1,000,000)

On 10/16/97 the Recreation and Park Commission approved the conceptual plan for development of a new King Pool. The project includes a new swimming pool facility. Major elements of the design include a wading pool, an accessible 25 meter pool, men's and women's lockers and toilets, staff areas, circulation control spaces, and a community room. As a result of the reduction in the project budget (from \$8.2 million to \$6.2 million), the building footprint would be reduced. However, the Department will work with DPW to retain as much of the original building features as possible. A smaller pool area may result.

The attached budget details the source and uses of funds for the King Pool project.

Laren Lodge, Golden Gate Park
1 Stanyan Street
n Francisco, CA 94117-1898

Phone: (415) 831-2700
Fax: (415) 666-7050

Soccer Field Renovation (\$450,000)

The following items will be funded:

- Computerized Soccer Field Renovation System (\$25,000)
 - Funds for the Controller's Information Systems Development (ISD) to assist the Department in implementing the reservation system.
- Crocker Amazon Crocker Amazon at 799 Moscow Street: Renovation of four soccer fields (\$174,084)
 - Turf is thin, needs regrading and rodent control.
 - Trench and install barrier to control gophers. Four soccer fields will be regraded and re-sod.
- Ocean View at Capitol and Montana Streets: Renovation of one soccer field, and the addition of one field. (\$142,675)
 - Athletic fields have several large bare areas, poor grade and rodent problem.
 - Athletic fields will be regraded and re-sod, so that one additional field will be added in addition to existing field. Rodent control problem will be resolved.
- Youngblood/Coleman at Mendell and Galvez Streets. Renovation of one soccer field. (\$108,241)
 - The current field has almost no turf, rocky surface with poor grade and no drainage system.
 - Drainage will be installed, the field will be regraded and artificial surface will be installed.

Attached is a budget which details the use of these funds in greater detail.

ATTACHMENT I

King Pool Budget
Recreation and Park Department

TOTAL PROJECT COST:		6,200,000		
Item	Total Amount	Supplemental Appropriation Request	Spent to Date*	
Demolition of Existing Structure and Removal of Airplane	200,000	200,000		
Construction Contract	4,000,000			
Construction Contingency	500,000			
Art Enrichment-Arts Commission	80,000	80,000		
DPW Project Management (95 hourly rate for Project Mgr or approx. 1,053 hours)	200,000	100,000	100,000	
Planning and DBI Permits/Approval	65,000	65,000		
Architectural/Engineering Design Services-Gersen/Overstreet selected from an as-needed competitively bid list (avg. \$102.50 hourly or approx. 780 staff hours)	680,000	80,000	600,000	
DPW Construction Management (avg. \$85 hourly or approx. 4,118 Construction Mgmt. staff hours)	350,000	350,000		
Geotechnical Services-Dames & Moore -selected from an as-needed competitively bid list (avg \$80 hour or 500 staff hours)	40,000	40,000		
DPW Addl Architectural/Design Services (avg. \$80 hourly for Architect/Engineer or approx. 1,063 staff hours)	85,000	85,000		
TOTAL BUDGET	6,200,000	1,000,000	700,000	

*Funds Spent to Date funded through an existing allocation for the King Pool Project from the Open Space Fund.

Sources of Funds:	6,200,000
Open Space (OS): Carry Forward Remainder (includes project close outs, surpluses reprogrammed from inactive projects)	175,105
Open Space: South of Market Park (pending 3 yrs.)	2,266,239
General Fund: Transfer-Disabled Access from 3Com	500,000
Surplus Revenue-Supplemental Request	1,000,000
OS:Tenderloin Preschool (surplus)	250,000
OS Visitation Valley - parcel design development	200,000
OS King Pool (existing funding)*	856,511
OS King Pool (FY 1998-99 Program)	952,145
Total	6,200,000

ATTACHMENT II

**Soccer Field Renovation Project
Recreation and Park Department**

Location	Sq Footage	Costs				Total Costs
		Grading (3)	Sod (1)	Installation	Irrigation	
Crocker Amazon	320,000	60,000	76,384	35,200	2,500	174,084
Oceanview	250,000	53,000	59,675	27,500	2,500	142,675
Youngblood/Coleman (2)	60,000	60,000	48,241	0	0	108,241
Reservation System (4)						25,000
Total						450,000

(1) Sod is approx. \$0.22 per square foot, plus sales tax

(2) Sod would not be purchased; baseball diamond mixture would instead be used

(3) Grading for Youngblood/Coleman includes installation.

(4) The \$25,000 for the Reservation System would be used for the DTIS programming, at an avg. hourly rate of \$50 or 500 staff hours.

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TEL:415 554 4849

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OFFICE OF THE MAYOR
SAN FRANCISCO

WILLIE LEWIS BROWN, JR.

CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

March 13, 1998

The Honorable Board of Supervisors
Mr. Edward Harrington, Controller

Ladies and Gentlemen:

In accordance with Section 3.21 of the Administrative Code, I am reporting on behalf of the Capital Improvement Advisory Committee on the following request for supplemental appropriation:

Department:	Recreation and Parks Commission
Title:	Request to fund renovations to soccer fields, a computerized reservation system and provide funding for the renovation of the King Pool.
Source of Funds:	Surplus Recreation and Parks Revenues
Amount:	\$1,450,000

The Recreation and Parks Department has requested an appropriation of \$1,450,000 from surplus department revenues to fund renovations to soccer fields, a computerized reservation system and the renovation of the King Pool. It is the report of the CIAC that:

1. The Department proposes to repair and renovate the Crocker Amazon, Ocean View, and Youngblood/Coleman Soccer Fields for a total estimated cost of \$425,000. The proposed expenditures would include replacing the grass sod on the field, and instituting measures to control the damage caused by gophers at both soccer field facilities.
2. The proposed funding for the King Pool is part of an existing project, funded through the Open Space Program, to renovate the pool facilities. The proposed \$1,000,000 allocation would only provide partial funding. The remaining funding would be reallocated from previously appropriated Open Space Program funding and an allocation from the proposed 1998-99 CIP/FM budget for the Open Space Fund.
3. The total projected cost of the King Pool renovation is \$6.2 million, which consists of rebuilding the entire facility on the existing parcel of land. However, the proposed new King Pool facility would be larger. The Department is currently working with the Planning Department to obtain a Negative Declaration on the project, which the Recreation and Parks Department expects to be issued within the next month. Subject to the Planning Department's approval and Negative Declaration on the project, the CIAC recommends approval of the funding to renovate the King Pool facility.

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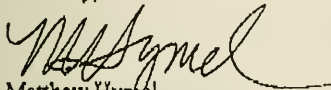
TEL:415 554 4849

P. 002

4. The remaining \$25,000, for a computerized reservation system, is not a capital improvement item, and does not require recommendation from the Capital Improvements Advisory Committee.

Because the proposed funding would be for existing approved projects and for renovation and repair of existing facilities, the CIAC recommends that the amount of the supplemental appropriation for soccer field renovations be approved. The CIAC also recommends that the amount of the supplemental appropriation for the King Pool be approved, subject to approval and Negative Declaration by the Planning Department.

Sincerely,



Matthew Hymel
Director, Mayor's Office of Finance
Chair, Capital Improvements Advisory Committee

cc.: Ernie Prindle, Recreation and Parks Department
Gerald Green, Planning Department

Item 6 - File 97-97-60

Department: Mayor's Office of Community Development (MOCD)

Item: Ordinance adding Section 10.117-119, a new section, to the City's Administrative Code, to establish the Excelsior Youth Center Fund, a Special Fund, and to authorize the Director of the Mayor's Office of Community Development to accept and expend gift funds for the construction, furnishings, operations, and maintenance of the Excelsior Youth Center.

Comment: Mr. John Harris of MOCD has requested that this proposed ordinance be tabled.

Recommendation: In accordance without the Department's request, table the proposed ordinance.



City and County of San Francisco

Attachment
Page 1 of 5MILLIE LEWIS BROWN, JR., Mayor
BILL MAHER, EXECUTIVE DIRECTOR

MEMORANDUM

To: Members of the Finance Committee
Board of Supervisors

From: Kathryn Hile, Budget and Finance Director

Subject: Status of Electronic Meter Program

Date: March 12, 1998

The Finance Committee has asked the Department of Parking and Traffic for a status report on the electronic parking meter program.

This fiscal year, the Department has purchased and installed approximately 1,170 electronic meters with electronic locks and plans to install an additional 914 meters by June 1998. All of these meters accept nickels, dimes, and quarters and have the capability of accepting debit cards.

With the installation of these new electronic meters we have seen dramatic reductions in meter jamming and increases in the revenues. Revenue increased 45% at the two parking lots in the Castro neighborhood, 66% at West Portal, and 93% in Chinatown on Jackson and Pacific. These are early results and we do not know whether the meter revenues will stabilize at these rates. Also, we do not expect to see such dramatic increases in revenue in the outlying neighborhood areas because our theft and jamming problems are predominantly in the downtown core. However, we estimate that the City's revenue would increase by 10% if it installed electronic meters with electronic locks citywide.

The new electronic meters will benefit the public and the City in a number of ways:

- The acceptance of nickels, dimes, quarters, and debit cards will be a major convenience for motorists and businesses alike.
- The number of working meters on the street will increase, promoting parking turnover and increasing the availability of parking spaces. These electronic meters are not as susceptible to jamming and, once jammed, are easier to repair.
- It is easy to program different rate structures, hours of enforcement, and the denomination of coin accepted by these electronic meters.

PARKING REVENUE FUND PROJECTION

Revenues/Credits	Budget FY 1997-98	Projected FY 1997-98	Proposed FY 1998-99
Unappropriated Carryforward	\$28,069		\$673,217
SB 1732		1,658,232	2,204,498
Garage Income	3,157,724	3,209,611	3,143,943
Meter Revenues	13,791,067	12,787,952	12,787,952
Meter revenues from electronic meter proposal			200,000
	16,976,860	17,655,795	18,336,393
 Meter Revenues to General Fund	 (7,600,000)	 (7,600,000)	 (7,600,000)
Set Aside for City Tow Facility			(516,260)
 <u>Annual Expenditures</u>			
Annual Budget (includes SFGH debt service)	(9,226,860)	(9,232,578)	(9,056,079)
Balance	150,000	823,217	1,164,054
 <u>Capital and Continuing Projects</u>			
Capital Budget			
Facilities Maintenance Budget	(150,000)	(150,000)	(150,000)
Balance	0	673,217	1,014,054
 Surplus/Deficit	 0	 \$673,217	 \$1,014,054

These funds can be used to help fund the Electronic Meter Proposal.

Department of Parking and Traffic
Electronic Meter Proposal
Financing Plan

Expenditure	Year					
	1st	2nd	3rd	4th	5th	6th
Labor	715,173	446,172				
Operating	1,052,601	531,993				
Financing	2,145,300	2,145,300	2,145,300	2,145,300	2,145,300	2,145,300
Total	3,913,074	3,123,465	2,145,300	2,145,300	2,145,300	2,145,300
Revenue						
Increased Collections	447,300	1,086,300	1,278,000	1,278,000	1,278,000	1,278,000
Sale of Smart Cards	100,000	200,000	200,000	100,000	100,000	100,000
Total	547,300	1,286,300	1,478,000	1,378,000	1,378,000	1,378,000
Net Savings/(Cost) to City	(3,365,774)	(1,837,165)	(667,300)	(767,300)	(767,300)	(767,300)
						(8,172,139)

Based on Revenues of \$ 12,780,000
Percent Increase 10.0%

Private Financing \$ 10,883,675
Six year term @ 5.5% interest

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5/98
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BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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REGULAR MEETING

WEDNESDAY, MARCH 25, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVE.
ROOM 410

MEMBERS: SUPERVISORS MABEL TENG, BARBARA KAUFMAN, GAVIN NEWSOM

CLERK: JONI BLANCHARD

Meeting Commenced: 1:00 p.m.

REGULAR CALENDAR

1. File 98-0322. [Appropriation, Dept. of Parking & Traffic] Ordinance appropriating \$162,360, Dept. of Parking & Traffic, of Rental and Lease Funds and Work Order Funds for equipment required for a new wide area network and mobile radios for FY 1997-98. (Supervisor Teng)
(Consideration continued from 3/18/98)

SPEAKERS: Harvey Rose, Budget Analyst; Kathryn Hile, Dept. of Parking & Traffic - support.

ACTION: Hearing held. Recommended.

LITIGATION:

The Finance Committee of the Board of Supervisors met in closed session under the provisions of Government Code Section 54956.9(a) to discuss the proposed settlement of the lawsuit listed below, this lawsuit involving the City and County of San Francisco. This motion was made on the basis that discussion in open session of the proposed settlement would prejudice the position of the City in this lawsuit.

2. File 98-0423. [Settlement of Litigation, Carpenter v. CCSF] Ordinance authorizing settlement of litigation entitled Carpenter v. City and County of San Francisco, in accordance with the settlement agreement on file with the Clerk of the Board, including the payment of \$572,815.46 in attorney's fees and costs. (U.S. District Court Case No. C-90-1836 MMC). (Supervisor Kaufman)

SPEAKERS: None.

ACTION: Recommended.

The Finance Committee of the Board of Supervisors found it in the best interests of the City not to disclose any information revealed in its closed session deliberations in the above item at this time and moved not to disclose any information at this time.

VOTE ON ALL ITEMS WAS 3 - 0.

Meeting Adjourned: 1:20 p.m.

25
5/98
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

March 20, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of* DOCUMENTS DEPT.

SUBJECT: March 25, 1998 Finance Committee Meeting

MAR 24 1998

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Item 1 - File 98-322

Note: The proposed ordinance was continued at the March 18, 1998 Finance Committee meeting.

Department: Department of Parking and Traffic (DPT)

Item: Ordinance reappropriating \$162,360 to purchase mobile radio equipment and to procure and install a wide area network.

Amount: \$162,360

Source of Funds: Surplus funds previously appropriated in the FY 1997-98 Budget for Rent and Leases (\$107,000) and Services of Other Departments-Telecommunications and Information Services (\$55,360).

Description: The Department of Parking and Traffic is requesting a reappropriation of funds in the Department's FY 1997-98 budget in the amount of \$162,360 to (a) purchase 80 mobile radios including 29 reconditioned mobile radios and 51 new mobile radios and related supplies at a cost of

Memo to Finance Committee
March 25, 1998 Finance Committee Meeting

\$55,360 and (b) procure and install a wide area network¹ at a cost of \$107,000.

According to Ms. Julia Dawson of DPT, the mobile radios would enable DPT Parking Control Dispatchers to deploy all of the Department's Parking Control Officers quickly and efficiently since the DPT Parking Control Dispatchers would be in continual radio contact with the Parking Control Officers. Ms. Dawson also states that the mobile radios would provide greater safety by enabling Parking Control Officers to communicate in an expeditious manner with the Police Department and other providers of emergency services.

According to Ms. Dawson, a wide area network would permit all DPT Units to share computer files and enable electronic mail to enhance the Department's efficiency and responsiveness to the public. Attachment I to this report, provided by the Department of Parking and Traffic, is a memorandum listing the specific benefits that would result from the Department's implementing the subject wide area network. This memorandum states that the "network is vital to the department because it will improve our responsiveness to the public and make our department more efficient."

Budget:

Radios

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
Reconditioned radios ²	29	\$200	\$5,800
New radios	51	725	36,975
Speaker microphones	51	65	3,315
6-unit charges	9	495	4,455
Spare batteries	17	55	935
Sales Tax @ 8.5%			<u>3,883</u>
Total			\$55,363*

*Rounded to \$55,360

¹ A communications network that connects geographically separated areas, primarily for sharing computer files and providing access to electronic mail.

² Surplus mobile radios previously owned by the Fire Department that would be reconditioned by the Department of Telecommunications and Information Services at a cost of approximately \$200 each.

Wide Area Network

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Cost</u>
Network Server and Related hardware	1	\$37,081	\$37,081
Network Software and Licenses	1	7,619	7,619
Network Hardware – Routers and Switches	n/a	n/a	14,952
Remote Site Software	1	5,471	5,476
Full Workstations	4	2,276	9,104
Client Workstations	14	1,294	18,123
Configuration and Installation	n/a	n/a	<u>14,645</u>
			\$107,000

Comments:

1. Ms. Dawson reports that mobile radios are provided to DPT Traffic Control Officers for use in the field. According to Ms. Dawson, the DPT presently has 288 Traffic Control Officers and Traffic Control Supervisors but only 208 mobile radios. Ms. Dawson reports that this request for 80 additional mobile radios would provide DPT with a total of 288 mobile radios, which would enable the Department to provide each Traffic Control Officer and each Traffic Control Supervisor with a mobile radio.

2. Attachment II to this report contains the actual unit quotations for the radio equipment, as provided to the City Purchaser. Although the Department's request of \$55,360 includes the costs for the equipment, Ms. Dawson states that the Department inadvertently did not include the necessary labor costs of \$3,200.13. The Department intends to cover this shortage of \$3,200.13 with existing budgeted surplus funds.

3. Ms. Dawson reports that both the mobile radio equipment as well as the wide area network would be procured by the City Purchaser through a competitive bidding process.

4. Ms. Deborah Vincent-James of the Committee on Information Technology (COIT) reports that COIT has reviewed and approved the proposed wide area network procurement.

Recommendation:

Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

SAN FRANCISCO



WILLIE LEWIS BROWN, JR., Mayor
BILL MAHER, EXECUTIVE DIRECTOR

MEMORANDUM

To: Honorable Members
Parking and Traffic Commission

From: Kathryn Hille, Budget and Finance Director

Through: Bill Maher, Executive Director *B.M.*

Subject: Resolution authorizing the Executive Director to submit a supplemental appropriation request for \$107,000 for equipment necessary to complete installation of the department's wide area network

Date: January 30, 1998

Attached for your consideration is a resolution approving a supplemental appropriation request for \$107,000 to complete the installation of the department's wide area network.

The Department of Parking and Traffic has been attempting to implement a wide area network. This network is vital to the department because it will improve our responsiveness to the public and make our department more efficient. A wide area network will provide our department with the following benefits. We will be able to:

- Implement the new citation processing system;
- Improve our response time to citizen complaints by creating a central electronic routing system between divisions;
- Share payroll timekeeping information instantaneously between all divisions;
- Improve and streamline purchasing by giving all locations access to citywide databases;
- Have instantaneous communication between all divisions using electronic mail and file sharing;
- Speed up the response time to maintenance requests between traffic engineering and the Signal, Sign, Paint, and Meter Shops. It will also allow the shops to communicate electronically with other City departments, such as Public Works.

Memo: Authorize a supplemental appropriation to complete a wide area network
January 30, 1998
Page 2 of 2

The department has an immediate need for this network. It will be the foundation for the modernization of our citation processing system. With a departmental network, all of our employees would be able to communicate with one another quickly and easily, improving our responsiveness to the community, the Commission, and the Mayor's Office. Without the ability to share information electronically, our remote sites must rely on administrative or engineering staff to complete the preliminary steps or wait for interdepartmental mail. These delays waste time and the department's limited resources. The network will allow all division employees to look up information tracked by other divisions. For example, an employee in administration will be able to look up citizen appeals about parking citations, meter repair records, or enforcement ticket issuance records quickly and easily.

In FY 1996/97, the department used surplus funds from the previous fiscal year to purchase some equipment for a wide area network. At that time, the department had no "information system" (IS) employees and limited technical expertise, so it put this project on hold. At the beginning of this fiscal year, the department hired an IS Manager to develop and implement a revised plan for a wide area network. Originally, the department planned to purchase file servers for each location. This type of network design would have met the department's needs but it would have cost \$210,000 and required extensive technical support. We have developed a new wide area network plan that offers a better solution to meet the department's needs.

We propose to purchase software called "WinFrame." With WinFrame, all software applications and data would be stored on one powerful computer server located at 25 Van Ness. WinFrame offers the department many advantages. Older computers can connect to this system and run modern software just as well as a new machine. Also, with WinFrame the department would need to purchase only one powerful computer server. A WinFrame system would also be much easier for our department to maintain. Currently, we only have one IS employee in a department of over 600 people. With WinFrame, all of the applications and files for the entire department would be stored on the server at 25 Van Ness, simplifying network support and maintenance.

Our department's new network plan will cost \$107,000. It includes the new server and software described above as well as other network hardware and new computers. These computers are for the Enforcement Division when they move into their new facility.

Completing the wide area network is vital to our department. With all of our divisions connected electronically, we can improve our service to the public. We ask the Commission to urge the Mayor's Office to approve a supplemental appropriation for \$107,000 to complete the installation of our wide area network.

RECEIVED
MAR 13 1998
STANTON JONES

RECEIVED

City & County of San Francisco - DTIS / Telecommunications Division				
Parking & Traffic				
Estimate for Budgeting Portable Radio Purchase.				
Individual pricing for portable radios and accessories.				
<div style="display: flex; justify-content: space-between;"> <div> <p>Rev. Department: Parking & Traffic</p> <p>Estimate for: Project: Portable Radio Purchase</p> <p>Details: Individual pricing for portable radios and accessories.</p> </div> <div> <p>11,540.39</p> </div> </div>				
Qty	Price / Unit	Hour / Unit	Price Extension	Estimate Total
1	\$725.00	1.00	\$725.00	\$725.00
Portable radio, 16 channel, HT1000				
1	\$65.00		\$65.00	\$790.00
Speaker microphone				
1	\$55.00		\$55.00	\$845.00
Battery, nickel				
1	\$495.00	0.50	\$247.50	\$1,092.50
Charger, rapid, 8-unit				
<div style="display: flex; justify-content: space-between;"> <div> <p>11,540.39</p> </div> <div> <p>ESTIMATE TOTAL</p> </div> </div>				

Rev. Department:

Estimate for:

Details:

Parking & Traffic

Estimate for Budgeting Portable Radio Purchase.

Individual pricing for portable radios and accessories.

11,540.39

11,540.39 NOTE: All prices subject to change.

11,540.39

ESTIMATE TOTAL

11,540.39

ESTIMATE TOTAL

11,540.39

ESTIMATE TOTAL

11,540.39

ESTIMATE TOTAL

11,540.39

ESTIMATE TOTAL

Document #	98-0802
Date	Dec. 2, 1997
City by	R. Puccetti

Customer Information

Department	Parking & Traffic
Division	
Contact	Police Division
Address	850 Bryant St.
Room #	
Zip Code	94103
Tel #	553-1626
FAX #	553-1573

Charge Card

Card #	
Exp. D.	
SEC #	

Model Code

Model Code	
PLUMB GROUP	
FUND	

Personnel

Personnel	
Engineer	
Supervisor	
Shift Leader	
Technician	
Other	

Work Order

Work Order	
Job #	
Job D.	

Service Information

Service	
Account #	
Billing Name	
Service Add.	
Service Date	

Memo to Finance Committee
March 25, 1998 Finance Committee Meeting

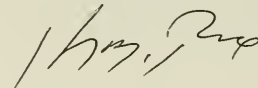
Item 2 – File 98-423

Department: City Attorney

Item: Ordinance authorizing settlement of litigation entitled Carpenter v. City and County of San Francisco, in accordance with the settlement agreement on file with the Clerk of the Board, including the payment of \$572,815.46 in attorney's fees and costs.

Description: The proposed ordinance would authorize a settlement of litigation in the Carpenter v. City and County of San Francisco lawsuit, which involves the cross on Mount Davidson. As part of the settlement agreement, the City would pay \$572,815.46 in attorney's fees and costs to the plaintiffs, who prevailed in this case.

Comment: On March 16, 1998, the City Attorney sent a confidential attorney-client privilege memorandum to the Board of Supervisors discussing the background on this case and the proposed settlement agreement. The proposed ordinance is scheduled to be heard by the Finance Committee in closed session, under the provisions of Government Code Section 54956.9(a). Representatives from the City Attorney's Office will attend the March 25, 1998 Finance Committee meeting to discuss this case and respond to the Finance Committee's questions.



Harvey M. Rose

cc: Supervisor Teng	Clerk of the Board
President Kaufman	Controller
Supervisor Newsom	Gail Feldman
Supervisor Ammiano	Matthew Hymel
Supervisor Bierman	Stephen Kawa
Supervisor Brown	Ted Lakey
Supervisor Katz	
Supervisor Medina	
Supervisor Yaki	
Supervisor Yee	

BOARD OF SUPERVISORS
BUDGET ANALYST

MINUTES
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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APR 09 1998

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REGULAR MEETING

WEDNESDAY, APRIL 1, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE
ROOM 410

MEMBERS: SUPERVISORS MABEL TENG, BARBARA KAUFMAN, GAVIN NEWSOM

ABSENT: None.

CLERK: JONI BLANCHARD

Meeting Commenced: 1:05 p.m.

CONSENT CALENDAR

1. All items listed hereunder constitute a Consent Calendar, are considered to be routine by the Committee and will be acted upon by a single, roll-call vote of the Committee. There will be no separate discussion of items unless a member of the Committee or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- a. File 98-0414. [Reserved Funds, Police Department] Hearing to consider release of reserved funds, Police Dept. (COPS-MORE Grant, Res. 631-95), in the amount of \$1,600,000 to use towards Communication Aided Dispatch (CAD) and Automated Information System (AIS) equipment purchases and contractual services as a component of the 911 project; also see File 172-97-24. (Mayor's Office, 911 Project Director)

SPEAKERS: None.

ACTION: Release of \$1,600,000 approved. Filed.

- b. File 98-0445. [Reserved Funds, Public Utilities Commission] Hearing to consider release of reserved funds, Public Utilities Commission (FY 1997-98 Operating Fund for Professional Services), in the total amount of \$98,937.00 to fund professional services contracts for PUC's Water Pollution Control project (\$14,437 Boss Effective Institute, \$9,500 David Jenkin & Associates, \$75,000 Lotepro Corporation). (Public Utilities Commission)

SPEAKERS: None.

ACTION: REMOVED FROM CONSENT CALENDAR. Release of \$94,020 approved. Filed.

- c. File 98-0446. [Reserved Funds, Department of Public Works] Hearing to consider the release of reserved funds, Department of Public Works (Ord. No. 43-98), in the amount of \$9,441,965, to fund the Utility Corridor construction at the San Francisco Zoo also see File 98-0447. (Department of Public Works)

SPEAKERS: None.

ACTION: Release of \$9,441,965 approved. Filed.

- d. File 98-0447. [Reserved Funds, Department of Public Works] Hearing to consider release of reserved funds, Department of Public Works (Ord. 49-95), in the amount of \$4,464,729, to fund the San Francisco Zoo Groundwater Projects, to complete infrastructure replacement work; see file 98-0446. (Department of Public Works)

SPEAKERS: None.

ACTION: Release of \$4,464,729 approved. Filed.

REGULAR CALENDAR

2. File 98-0407. [Appropriation, Airport Commission] Ordinance appropriating \$37,990,313, Airport Commission, for various capital improvement projects (related to the Master Plan and the development of Airport infrastructure), for fiscal year 1997-98. RO #97222. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Peter Nardoza, S.F. Airport support.

ACTION: Hearing held. Recommended.

3. File 98-0411. [Airport Concession Agreements, Car Rental] Resolution approving concession agreements for rental car operations between Hertz Corporation, Avis Rent-A-Car System, Alamo Rent-A-Car, National Car Rental, Budget Rent-A-Car, Dollar Systems, Thrifty Car Rental and Enterprise Rent-A-Car; and the City and County of San Francisco, acting by and through its Airport Commission. (Airport Commission)

SPEAKERS: Harvey Rose, Budget Analyst; Peter Nardoza, S.F. Airport support.

ACTION: Hearing held. Amendment of the Whole (with new title) adopted. (See title below). Recommended as amended.

New Title: [Airport Concession & Lease Agreements, Car Rental] Resolution approving concession and lease agreements for rental car operations between Hertz Corporation, Avis Rent-A-Car System, Alamo Rent-A-Car, National Car Rental, Budget Rent-A-Car, Dollar Systems, Thrifty Car Rental and Enterprise Rent-A-Car; and the City and County of San Francisco, acting by and through its Airport Commission. (Airport Commission)

4. File 98-0362. [Appropriation, Dept. of Human Resources] Ordinance appropriating \$569,464, Department of Human Resources, from the General Fund Salary Reserve, to fund labor negotiations for Fiscal Year 1997-98; providing for ratification of action previously taken. RO #97213. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Matthew Hymel, Mayor's Budget Office; Ed Harrington, Controller; Jeff Rothman, Dept. of Human Resources - support;.

ACTION: Hearing held. Recommended.

5. File 98-0363. [Competitive Bidding Exemption] Ordinance waiving competitive bid and prevailing wage requirements for the Department of Parking and Traffic's award of a master contract to the San Francisco Conservation Corps for maintenance services, landscape services, installation services, and conservation and recycling education. (Department of Parking and Traffic)

SPEAKERS: Harvey Rose, Budget Analyst; Julia Dawson, Dept. of Parking and Traffic - support; Ed Lee, Director, Purchasing Dept. - support.

ACTION: Hearing held. Recommended.

6. File 98-0408. [Appropriation, Port Commission] Ordinance appropriating \$1,501,492, Port Commission, of San Francisco Harbor Operating Fund balance to fund the costs of various capital improvement projects (Fisherman's Wharf Plaza, landfill closure, wetland restoration, gas structure relocation, Pier 45 apron repair), for fiscal year 1997-98. RO #97223. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Ben Kutnick, S.F. Port - support.

ACTION: Hearing held. Recommended.

7. File 98-0364. [Agreement, Transfer Payment from BART to MUNI] Resolution approving an agreement between the City and County of San Francisco and the Bay Area Rapid Transit District, authorizing payment to San Francisco Municipal Railway for transfer trips provided in fiscal year 1996-1997. (Public Transportation Commission)

SPEAKERS: Harvey Rose, Budget Analyst; Fred Clark, MUNI - support.

ACTION: Hearing held. Recommended.

8. File 98-0412. [Prop J Contract, Clean Water Security Services] Resolution concurring with the Controller's Certification that security services can be practically performed at the Southeast Community Service Facility, the Southeast Water Pollution Control Plant, the Earl P. Mills Center, and for as needed services by private contractor for lower cost than similar work services performed by City and County employees. (Public Utilities Commission)

SPEAKERS: Harvey Rose, Budget Analyst; Toye Moses, Southeast Community Service Facility - support; Careth Reid, Whitne Young Childcare Center - support.

ACTION: Hearing held. Recommended.

9. File 98-0409. [Property Acquisition, Golden Gate Heights District] Resolution authorizing acquisition of real property located in the Golden Gate Heights District identified as Assessor's Block No. 1861A Lot Nos. 20 and 21, and Assessor's Block No. 1861A Lot No. 2 for \$200,000 from Mark L. Pierce for open space purposes and adopting findings pursuant to Planning Code Section 101.1. (Real Estate Department)

SPEAKERS: Harvey Rose, Budget Analyst; Tony DeLucchi - Director, Real Estate Dept. - support.

ACTION: Hearing held. Recommended.

10. File 98-0366. [Lease of Property] Resolution authorizing the General Manager of the Recreation and Park Department to enter into a lease without competitive bidding, with the Mission Economic Development Association, a not for profit corporation, for a portion of Mission Dolores Park bound by 18th Street, Church Street and 20th Street for use as a cafe, for a term of ten years and annual rent of One Dollar and a percentage of revenues to be used for improvements to the park, and adopting findings pursuant to Section 101.1 of the City Planning Code. (Supervisors Teng, Kaufman, Newsom)

SPEAKERS: Harvey Rose, Budget Analyst; Gail Feldman, Legislative Analyst; Ernie Prindle, Recreation & Park Dept. - support; Raquel Medina, MEDA - support; Luis Granados, MEDA - support.

NOTE: Supervisors Teng, Kaufman & Newsom replace Recreation and Park Dept. as sponsor.

ACTION: Hearing held. Recommended.

VOTE ON ALL ITEMS WAS 3 - 0.

Meeting Adjourned: 2:45 p.m.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

March 27, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of*

SUBJECT: April 1, 1998 Finance Committee Meeting

Item 1a - File 98-414

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MAR 31 1998

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Department: Telecommunications and Information Services

Item: Hearing to consider the request to release \$1,600,000 to use as partial payment for the \$7,349,618 owed to TRW for the Communication Aided Dispatch (CAD) and Automated Information System (AIS) equipment purchases and contractual services as a component of the 911 Project.

Amount: \$1,600,000

Source of Funds: 911 Project Fund, which was established in 1993 as a repository to receive monies from the 911 Emergency Response Fee, currently collected by the City at a rate of \$1 per month per telephone access line and \$5 per month per trunk line for residential and commercial users of telephones located in San Francisco. The Fund currently collects approximately \$9,192,000 annually.

Description: In September of 1997, the Board of Supervisors authorized the execution of a Project Agreement between the City and TRW to provide engineering and technical services and equipment to support the enhancement to the City Computer Aided Dispatch and Automated Information System (CAD/AIS).

Memo to Finance Committee
April 1, 1998 Finance Committee Meeting

According to Mr. Mike Martin, the E-911 Project Manager, the Project Agreement obligates the City to pay TRW \$7,349,618 in FY 1997-98, as calculated according to the following schedule:

\$3,000,000	Contract mobilization ¹
1,087,405	First payment, due December 1, 1997
1,087,405	Payment due every other month, commencing January of 1998
1,087,405	March of 1998 payment
<u>1,087,405</u>	May of 1998 payment
\$7,349,620*	Total due to TRW in FY 1997-98

* Rounded – Exact payment to TRW is \$7,349,618.

Comment:

1. According to Ms. Lisa Harris of the 911 Project, the subject request for release of reserved funds in the amount of \$1,600,000 will be used as partial payment toward the total FY 1997-98 obligation to TRW in the amount of \$7,349,618. The remaining \$5,749,618 (\$7,349,618 less \$1,600,000) will be funded with previously appropriated monies from the 911 Project Fund (Files 101-97-8 and 172-97-24).

2. The subject \$1,600,000 will serve as the required local match for the Federal Community Oriented Policing Services – Making Officer Redeployment Effective (COPS-MORE) grant awarded jointly to the Police Department, the Sheriff's Department and the District Attorney's Office and approved by the Board of Supervisors (File 143-97-2) in April of 1997.

Recommendation: Approve the requested release of reserved funds.

¹ Contract mobilization means performing the necessary legal, financial, and physical tasks to bring together all of the resources (personnel, equipment, facilities, etc.) required to execute contractually required tasks.

Department: Public Utilities Commission (PUC)
Water Pollution Control Division

Item: Hearing to consider the release of reserved funds for the Public Utilities Commission (PUC) in the amount of \$98,937 for professional services contracts for the PUC's Water Pollution Control Project.

Amount: \$98,937

Source of Funds: Reserved funds in the FY 1997-98 Public Utilities Commission (PUC) budget

Description: In the PUC's FY 1997-98 budget, the Board of Supervisors approved but reserved funds for professional services contracts pending the identification of specific contractors. The PUC is now requesting the release of \$98,937 on reserve for professional services contracts for Water Pollution Control Projects.

According to Mr. William Keaney of the PUC's Water Pollution Control Division, the subject request for \$98,937 would be used to provide additional funds for existing contracts for Water Pollution Control Projects with: (1) the Boss Effectiveness Institute/Brenda Mabry, a management training firm (\$14,437); (2) David Jenkins and Associates, a wastewater treatment consulting firm (\$9,500); and (3) Lotepro Corporation a company that specializes in the safe operation and maintenance of oxygen production facilities and in the use of pure oxygen for the activated sludge process, a process of airing and settling sewage to remove organic pollutants (\$75,000).

Budget: Ms. Gina Bedrosian of the PUC Water Pollution Control Division has provided a budget including the hourly rates and total number of hours for the requested amount of \$98,937 shown in the Attachment to this report.

Comments: 1. Ms. Bedrosian advises that the PUC Water Pollution Control Division awarded, on a sole source basis, a \$49,500 contract to Boss Effectiveness Institute/Brenda Mabry to provide management training on diversity issues for supervisors at the Southeast Water Pollution Control Plant.

BOARD OF SUPERVISORS
BUDGET ANALYST

Ms. Bedrosian reports that the source of funds for that contract includes \$35,063 as requested in the PUC's Clean Water Operating Budget for FY 1998-99 and \$14,437 from this subject request. According to Ms. Bedrosian, the Boss Effectiveness Institute/Brenda Mabry was selected on a sole source basis because Ms. Brenda Mabry has developed a relationship with staff and has knowledge of the operations of the PUC Water Pollution Control Division through previous contracts to provide management consulting services for the Division.

2. Ms. Bedrosian advises that the PUC Water Pollution Control Division awarded a \$28,500 professional services contract to David Jenkins and Associates. Ms. Bedrosian reports that the source of funds for that contract includes \$19,000 as requested in the PUC's Clean Water Operating Budget for FY 1998-99 and \$9,500 from this subject request. Ms. Bedrosian advises that David Jenkins, Ph.D., Professor of Environmental Engineering at the University of California, Berkeley, will consult with the PUC staff on installing anaerobic selectors (tanks that hold sewage to control the growth of bacteria during treatment) at the Oceanside and Southeast Water Pollution Control Treatment Plants. Ms. Bedrosian advises that David Jenkins and Associates was selected on a sole source basis because Dr. Jenkins is considered to be an expert in the installation of anaerobic selectors.

3. Ms. Bedrosian advises that the PUC Water Pollution Control Division awarded a \$300,000 professional services contract to Lotepro Corporation for technical assistance and training in the operation and maintenance for the Oxygen Production Facilities at the Southeast and Oceanside Water Pollution Control Treatment Plants. Ms. Bedrosian reports that the source of funds for that contract includes \$225,000 as requested in the PUC's Clean Water Operating Budget for FY 1998-99 and \$75,000 from this subject request. Ms. Bedrosian advises that Lotepro Corporation was selected on a sole source basis because the company has expertise in the safe operations and maintenance of oxygen production facilities and in the use of pure oxygen for the activated sludge process (the process of airing and settling sewage to remove organic pollutants) and has been providing technical assistance to the Water Pollution Control Division since 1987.

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BUDGET ANALYST

4. Based on the budgets submitted by the PUC including (a) \$14,380 for Boss Effectiveness Institute/Brenda Mabry or \$57 less than the subject request of \$14,437; (b) \$70,140 for the Lotepro Corporation or \$4,860 less than the subject request of \$75,000; and (c) \$9,500 for David Jenkins and Associates; reduce the requested release by a total of \$4,917 from \$98,937 to \$94,020.

Recommendation: In accordance with Comment No. 4, reduce the requested release of reserved funds by \$4,917 and approve the release of reserved funds in the amount of \$94,020.

Water Pollution Control Division

Inter-Office Memo

To: Angela Gengler, Budget Analyst **Date:** March 24, 1998

Through: Vanessa Conrad, Administrative Services Manager

From: Gina Bedrosian, Management Assistant **Subject:** Calculation of Charges for Release of Funds Request

As requested, the following is an approximate breakdown of charges for three WPCD Contracts, Boss Effectiveness Institute, Lotepro Corporation, and David Jenkins & Associates. This breakdown was obtained from the project managers and reflect anticipated expenses. The funds requested are to cover charges through FY 97/98, though all of these contracts will be carried into FY98/99. Any funds requested which are not used by the end of FY97/98 will be carried over into FY 98/99 and used toward the total amount of the contract.

BOSS EFFECTIVENESS INSTITUTE:

Term: 3/15/98 through 3/15/99
Total Amount: \$49,500.00
Amount for FY 97/98 \$14,437.00
Rate: Based on training activities designed by the Contractor

Activity	Participants	Time	Cost
#4	Managers/Supervisors (30)	3 one day sessions	instruction - \$3,600.00 preparation - 520.00 materials - 2,325.00 total \$6,445.00
#7	Operations Division Stationary Engineers Apprentices Laborers (65)	6 one day sessions	instruction - \$7,200.00 preparation - 420.00 materials - 315.00 total \$7,935.00

Total Approximate Cost, FY97/98 **\$14,380.00**

LOTEPRO CORPORATION:

Term: 7/1/97 through 6/30/01
Total Amount: \$300,000.00
Amount for FY97/98: \$75,000.00
Rate: On-site - Local \$127.00/hr
On-site - Remote \$142.00/hr

	Off-site	\$112.00/hr
Southeast Plant		
Cryogenic plant turnaround:	Sixteen hours of regular time @	
(around the clock coverage in	\$142.00/hr and 8 hours of time and	
12 hour shifts. Eight hours at	one half @ \$213.00/hr, per day for 5 days	
regular rate and 4 hours @ 1 1/2		
times the regular rate)	$142.00 \times 80 =$	\$11,360.00
	$213.00 \times 40 =$	\$ 8,520.00
Turbine Expander Overhaul	2 Units @ 10,000.00 ea.	\$20,000.00
Operations and Technical Review	40 hours @ \$127.00/hr	\$ 5,080.00
Emergency Response	40 hours @ \$127.00/hr	\$ 5,080.00
Total Approximate Cost for Southeast Plant, FY 97/98		\$50,040.00

Oceanside Plant

Cryogenic Plant Turnaround	Eight hours of regular time	
	@ \$142.00/hr and 4 hours of time	
	and one half @ \$213.00/hr, per day	
	for 5 days	
	$142.00 \times 40 =$	\$5,680.00
	$213.00 \times 20 =$	\$4,260.00
Operations and Technical Review	40 hours @ \$127.00/hr	\$5,080.00
Emergency Response	40 hours @ \$127.00/hr	\$5,080.00
Total Approximate Cost for Oceanside Plant, FY 97/98		\$20,100.00
Total Approximate Cost for both Plants		\$70,140.00

DAVID JENKINS & ASSOCIATES:

Term:	7/1/97 through 6/30/00
Total Amount:	\$28,500.00
Amount for FY97/98:	\$9,500.00
Rate:	\$150.00/hr (based on 60 hours per year)
	\$500.00/year (for transportation, telephone
	and printing)

Total Cost, FY 97/98	\$9,500.00
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Memo to Finance Committee
April 1, 1998 Finance Committee Meeting

Items 1c and 1d – Files 98-446 and 98-447

Department: Department of Public Works (DPW)

Items: Item 1c, File 98-446: Hearing to consider the release of reserved funds in the amount of \$9,441,965, to fund construction of the Zoo Utility Corridor Project.

Item 1d, File 98-447: Hearing to consider the release of reserved funds in the amount of \$4,464,729 to fund the Zoo Groundwater Project.

These subject requests for release of reserved funds total \$13,906,694.

Amount:	\$9,441,965	File 98-446
	<u>4,464,729</u>	File 98-447
	\$13,906,694	Total

Source of Funds: Previously appropriated 1990 General Obligation Public Safety Improvement Bonds, Earthquake Safety Program, Phase 2 (ESP2), monies on reserve.

Description: In February of 1995, the Board of Supervisors approved (File 101-94-42) an appropriation totaling \$18,022,000 from ESP2 bond sales to complete the planning, engineering and environmental review of the Zoo's infrastructure system. ESP2 General Obligation Bonds were approved by San Francisco voters in June of 1990 to seismically reinforce, repair, and upgrade earthquake damaged City-owned facilities throughout the City. Of the \$18,022,000 previously appropriated, \$6,700,000 was placed on reserve for construction and construction-related services for the Zoo Groundwater Project. The Groundwater Project will replace the Zoo's two existing wells, which were constructed in the 1930's, with two new wells with more than double the existing capacity and extend the groundwater distribution system, which currently serves only a portion of the Zoo, for purposes of distributing groundwater throughout the Zoo.

Additionally, in January of 1998, the Board of Supervisors approved an appropriation of \$10,790,000 in ESP2 bonds (File 101-97-54) to fund a portion of the cost of

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construction of the new Zoo utility systems, known as the Utility Corridor Project. The Utility Corridor Project will renovate the Zoo's utility systems that were damaged in the 1989 Loma Prieta earthquake, including replacing and upgrading the potable water, groundwater, and reclaimed water systems; combined sewer/drainage systems; the electrical system and communications conduit; and the natural gas system. The full amount of \$10,790,000 was placed on reserved pending the selection of contractors.

In total, \$17,490,000 of ESP2 bond funds were placed on reserve by the Board of Supervisors for Zoo construction and improvement projects, including \$6,700,000 for the Groundwater Project and \$10,790,000 for the Utility Corridor Project.

From the total \$17,490,000 on reserve, the Budget and Finance Committees previously released the following amounts:

\$1,000,000	in December of 1995 for construction of the Avian Conservation Center (File 101-94-42.1)
1,682,974	in July of 1996 for construction of the Wet Weather Lift Station (File 101-94-42.2)
<u>900,332</u>	in December of 1997 for the construction management support services for the Utility Corridor Project
\$3,583,306	Total amount released from previously reserved funds.

The two subject requests would release the remaining \$13,906,694 in reserved funds (\$17,490,000 total reserved funds less \$3,583,306 previously released) for allocation as follows:

Zoo Utility Corridor Project \$9,441,965

Under this subject request (File 98-446) the Utility Corridor Project would be allocated \$9,441,965 for construction, construction management, and project management costs to renovate the Zoo's damaged and aging utility systems. As a result of the City's competitive bidding process, the low bidder, Ranger Pipelines/D'Arcy

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& Harty, a joint venture, was selected as general contractor. Ranger Pipelines/D'Arcy & Harty's total bid for the Utility Corridor Project is \$7,878,328. DPW has budgeted a 10 percent construction contingency fee as well as costs for construction management and project management, for a total Utility Corridor Project cost of \$9,802,893, or \$360,928 more than this subject request of \$9,441,968. The balance of the funds needed of \$360,928 will come from previously appropriated Sewer Revenue Bond Funds¹.

Zoo Groundwater Project \$4,464,729

The Groundwater Project would be allocated \$4,464,729 (File 98-447) for the construction of two new wells to replace the existing aging and inadequate wells, and the purchase and installation of a booster pump station for distribution throughout the Zoo's new groundwater distribution system.

Budget:

A budget for both projects is as follows:

Zoo Utility Corridor Project

Construction	\$8,666,161
DPW Construction Management	725,672
DPW Project Management	<u>411,060</u>
Project Total	\$9,802,893

Zoo Groundwater Project

Design	\$475,218
Construction	3,168,120
DPW Construction Management	475,218
DPW Project Management	<u>346,173</u>
Project Total	\$4,464,729

Construction Management and Project Management services are provided on an in-house basis by DPW staff.

¹ Sewer Revenue Bond Funds appropriated from the Clean Water Program in FY 1997-98 for the construction of combined sewer/drainage systems at the Zoo, as part of the Utility Corridor Project.

Memo to Finance Committee
April 1, 1998 Finance Committee Meeting

Comments:

1. According to Mr. Mark Primeau of the DPW, all design and construction milestones related to the Utility Corridor Project and the Groundwater Project have been coordinated with and approved by the Zoological Society's Zoo 2000 Plan and the Recreation and Park Department.
2. According to Mr. John Pons of the DPW, competitive bids for the Utility Corridor Project were received January 28, 1998. The contract will be awarded to Ranger Pipelines/D'Arcy & Harty in April of 1998. Completion of the Zoo Utility Corridor Project is scheduled for October of 1999.
3. Mr. Pons reports that design work for the Groundwater Project will be performed by a consultant and a construction contract will be awarded to the low bidder under the City's bidding process. Design of the Groundwater Project is scheduled to be complete by October of 1998. The DPW plans to award a construction contract by March of 1999, and the estimated date of completion of the Zoo Groundwater Project is scheduled for January of 2000.

Recommendation: Approve the requested release of reserved funds.

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Item 2 - File 98-407

Department: Airport

Item: Ordinance appropriating \$37,990,313 for two existing capital improvement projects at the Airport

Amount: \$37,990,313

Budget:	Overlay & Reconstruction of Runway 1L:	\$8,460,424
	Construction of Boarding Area "G"	<u>29,529,889</u>
	Total	\$37,990,313

Source of Funds: Various Airport Bond Fund Balances (See Attachment I)

Description: The proposed ordinance would appropriate \$37,990,313 in Airport bond fund monies for two capital improvement projects, as follows:

Contract No. 3228 - Overlay & Reconstruction of Runway 1L (\$8,460,424)

This project is to partially reconstruct and overlay the pavement on Runway 1L. This project is part of an ongoing project for taxiway repair and reconstruction due to usage and bay subsidence. According to Mr. Kevin Kone of the Airport, the last major work on Runway 1L occurred over 15 years ago. Mr. Kone advises that because of the differential settlement and pavement deterioration, it is necessary to overlay and reconstruct the runway pavement to provide a surface that is safe for aircraft. According to Mr. Kone, the total estimated cost for this project is \$8,781,102 with the balance of \$320,678 funded from previously appropriated Airport Revenue Bond funds. Mr. Kone states that the project commenced in September of 1996 and is scheduled to be completed in September of 1998.

Pavex Construction Company was selected to perform the construction work in September of 1996. According to Mr. Kone, Pavex Construction Company was the low bidder in the amount of \$8,781,102 based on the Airport's Invitation-for-Bids (IFB) process.

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Contract 5520E - Boarding Area "G" General
Construction (\$29,529,889)

This project is to construct the new, approximately 380,000 square foot Boarding Area "G." Boarding Area "G" will be part of the new International Terminal and is being constructed in accordance with the Airport's Master Plan. The new boarding area will provide 12 gates for international flights. Work on this project began in September of 1996 and is scheduled to be completed in the summer of 2000. According to Mr. Kone, the total estimated cost of this project is \$64,773,100 with the balance of \$35,243,211 funded from previously appropriated Airport Revenue Bond monies.

Tutor Saliba Corporation, Perini Corporation, and Buckley & Company, Inc., A Joint Venture, was selected in September of 1996 to perform the construction work. According to Mr. Kone, the Joint Venture was the low bidder in the amount of \$64,773,100 based on the Airport's Invitation for Bids (IFB) process.

Comments:

1. Mr. Kone reports that Contract No. 3228, Overlay & Reconstruction of Runway 1L, is approximately 90 percent completed, and that Contract No. 5520E, Boarding Area "G" General Construction is approximately 58 percent completed. According to Mr. Kone, funds to finance the projects were previously allocated from the Airport's Capital Improvement Fund revenues and the purpose of the proposed legislation is to replenish the Airport's Capital Improvement Fund from the subject bond fund monies.

2. Attachment II is a list of subcontractors for each of the two capital improvement projects with the amounts allocated to each subcontractor.

Recommendation: Approve the proposed ordinance.

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AIRPORT COMMISSION
CITY & COUNTY OF SAN FRANCISCO
ATTACHMENT - SUPPLEMENTAL APPROPRIATION REQUEST - \$ 37,990,313
FISCAL YEAR 1997-98

A. SOURCE OF FUNDS - GL 399 UNRESERVED, AVAILABLE FOR APPROPRIATION

FUND	INDEX	PRJ/WP	FUND TITLE	AMOUNT
67X	AIR67ACP	CACE36/01	1967 G.O. BONDS	10,915
77X	AIR77ACP	CACE38/01	1977 AIRPORT REVENUE BONDS - SERIES B	102,591
83D	AIR83ACP	CACD73/01	1983 AIRPORT REVENUE BONDS - SERIES D	335,135
90E	AIR90ACP	CACE40/01	1990 AIRPORT REVENUE BONDS - SERIES E	479,559
921	AIR01UNALLOC	CACF48/01	REFUNDING BONDS - ISSUE 1	694,686
932	AIR02UNALLOC	CACF49/01	REFUNDING BONDS - ISSUE 2	13,687
933	AIR03UNALLOC	CACF50/01	REFUNDING BONDS - ISSUE 3	3,666
926	AIR06UNALLOC	CACE03/01	MASTER PLAN BONDS - ISSUE 6	3,474,789
929	AIR8BUNALLOC	CACE80/01	MASTER PLAN BONDS - ISSUE 8B	559,764
92A	AIR9AUNALLOC	CACE81/01	MASTER PLAN BONDS - ISSUE 9A	5,157,862
92B	AIR9BUNALLOC	CACF34/01	MASTER PLAN BONDS - ISSUE 9B	2,617,483
92C	AIR10AUNALLOC	CACF79/01	MASTER PLAN BONDS - ISSUE 10A	5,830,573
92D	AIR10BUNALLOC	CACF81/01	MASTER PLAN BONDS - ISSUE 10B	1,241,336
92E	AIR11UNALLOC	CACF65/01	INFRASTRUCTURE BONDS - ISSUE 11	2,137,085
92F	AIR12AUNALLOC	CACG55/01	MASTER PLAN BONDS - ISSUE 12A	4,863,192
92G	AIR12BUNALLOC	CACG58/01	MASTER PLAN BONDS - ISSUE 12B	4,081,460
96A	AIR13AUNALLOC	CACG44/01	INFRASTRUCTURE BONDS - ISSUE 13A	185,710
96B	AIR13BUNALLOC	CACG47/01	INFRASTRUCTURE BONDS - ISSUE 13B	4,497,390
92H	AIR14UNALLOC	CACG71/01	MASTER PLAN BONDS - ISSUE 14	1,703,430
TOTAL				37,990,313

B. APPROPRIATIONS TO BE CREDITED

FUND	INDEX	PRJ/WP	FUND TITLE	AMOUNT
67X	AIR67ACP	CACE36/01	APPROVED CAPITAL IMPROVEMENTS	10,915
77X	AIR77ACP	CACE38/01	APPROVED CAPITAL IMPROVEMENTS	102,591
83D	AIR83ACP	CACD73/01	APPROVED CAPITAL IMPROVEMENTS	335,135
90E	AIR90ACP	CACE40/01	CONSTRUCTION - UNALLOCATED	479,559
921	AIR01UNALLOC	CACF48/01	CONSTRUCTION - UNALLOCATED	694,686
932	AIR02UNALLOC	CACF49/01	CONSTRUCTION - UNALLOCATED	13,687
933	AIR03UNALLOC	CACF50/01	CONSTRUCTION - UNALLOCATED	3,666
926	AIR06UNALLOC	CACE03/01	CONSTRUCTION - UNALLOCATED	3,474,789
929	AIR8BUNALLOC	CACE80/01	CONSTRUCTION - UNALLOCATED	559,764
92A	AIR9AUNALLOC	CACE81/01	CONSTRUCTION - UNALLOCATED	5,157,862
92B	AIR9BUNALLOC	CACF34/01	CONSTRUCTION - UNALLOCATED	2,617,483
92C	AIR10AUNALLOC	CACF79/01	CONSTRUCTION - UNALLOCATED	5,830,573
92D	AIR10BUNALLOC	CACF81/01	CONSTRUCTION - UNALLOCATED	1,241,336
92E	AIR11UNALLOC	CACF65/01	CONSTRUCTION - UNALLOCATED	2,137,085
92F	AIR12AUNALLOC	CACG55/01	CONSTRUCTION - UNALLOCATED	4,863,192
92G	AIR12BUNALLOC	CACG58/01	CONSTRUCTION - UNALLOCATED	4,081,460
96A	AIR13AUNALLOC	CACG44/01	CONSTRUCTION - UNALLOCATED	185,710
96B	AIR13BUNALLOC	CACG47/01	CONSTRUCTION - UNALLOCATED	4,497,390
92H	AIR14UNALLOC	CACG71/01	CONSTRUCTION - UNALLOCATED	1,703,430
TOTAL				37,990,313

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NO.567 P.3/3

Attachment II
Page 1 of 2

CT3228 Runway 1L 19R Overlay and Reconstruction:

Contract awarded to Pavox Construction Co.

1.Total Costs - \$8,781,102

DBE goal - 15%

2. Start: Sept 1996

End: Sept 1998*

*Revised to Summer of 2000.

3. Sub-Contractors:

J. Cannon Engineering - Electrical (WBE, \$975,620)

Airport Pavement Markings - Striping (WBE, \$128,000)

JMB Construction - Underground (WBE \$89,700)

Carefree Greens - Hydroseeding (WBE, \$24,620)

Pavement Specialist West, Inc. - Pavement Grooving (\$77,500)

Towill, Inc. - Aerial Survey (\$50,000)

Bayshore Security - Security (MBE, \$47,600)

S & S Trucking - Trucking (MBE, \$180,000)

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Attachment II
Page 2 of 2CT5520.E Boarding Area G. General Building Construction:

Contract awarded to Tutor Saliba Corp., Perini Corp, and Buckley & Co., Inc.

1. Total Cost - \$64,773,100
 MBE - 11.7% (\$7,471,271)
 WBE - 9% (\$602,000)
2. Start: September 1996
 End: March 1999
3. Sub-Contractors:
 - Myron Demolition & Excavation - Demo & Excavation (MBE, \$698,000)
 - Landavazo Bros. - Concrete (MBE, \$2,203,000)
 - Pioneer Roofing - Roofing (MBE, \$654,000)
 - Bay Area Constructors - Drywall, Plaster (MBE, \$1,314,117)
 - Phoenix Paint Co. - Painting (WBE, \$390,000)
 - Scott-Norman - Plumbing/HVAC (MBE, \$1,173,880)
 - Scott-Norman - Fire Protection (MBE, \$1,500,000)
 - Golden Gate Glass - Glass Work (MBE, \$100,000)
 - Capital Glass - Misc. Glazing (MBE, \$250,000)
 - Specialties, etc. - Misc. Materials (WBE, \$250,000)
 - Metal Set, Inc. - Misc. Stairs & Rail (MBE, \$230,000)
 - KZ Tile - Ceramic Tile (MBE, \$240,000)
 - Korotkin & Assoc. - Landscaping (WBE, \$47,000)
 - Perretti & Park - Project Photos (WBE, \$15,000)
 - Omega Pacific Electric - Lighting (WBE, \$980,000)
 - Regional Steel - Rebar (\$1,490,000)
 - Foundation Constructors - Concrete piles (\$2,765,000)
 - Medeco Metals - Misc. Metal (\$2,702,000)
 - Mid State Steel - Steel Deck (\$620,000)
 - Architectural Glass - Glass/Curtain Wall (\$5,258,000)
 - Corradini - Terrazzo (\$1,298,000)
 - Marble Systems - Stonework (\$1,293,000)
 - Elljay Acoustics - Acoustical (\$1,425,000)
 - Swingstage, Inc. - Window Washing (\$639,000)
 - PDM Strocal - Structural Steel (\$6,300,000)
 - Amelco Electric - Electrical (\$6,900,000)

Note: This report is based on an Amendment of the Whole, to be submitted to the Finance Committee by the Airport Commission.

Department: Airport Commission

Item: Resolution authorizing eight new Concession Agreements, each of which includes a Lease Agreement, for rental car operations between the City and County of San Francisco, acting through the Airport Commission, and (a) the Hertz Corporation, (b) Avis Rent-a-Car, (c) Alamo Rent-a-Car, (d) National Car Rental, (e) Budget Rent-a-Car, (f) Dollar Systems, (g) Thrifty Car Rental and (h) Enterprise Rent-a-Car.

Location: A new Rental Car Facility is currently under construction in the area referred to as Lot D of the Long Term Parking Lot, north of the North Terminal at the San Francisco International Airport. The Airport estimates that the Rental Car Facility will be complete and occupied in September of 1998.

Purpose of Lease: To provide new and enlarged space for the operation of rental car companies, pursuant to the Concession Agreements with such companies, as well as to consolidate rental car companies in one location. Currently, each rental car company has rental counters in all three terminals, while the vehicles are in individual locations south of the South Terminal. According to the Airport, by constructing one Rental Car Facility, there will be greater efficiency of Airport operations, enhanced customer service, and improved traffic flow on Airport terminal roadways. Attachment 1, prepared by the Airport, provides a list of the existing companies which have agreements for on-Airport locations.

Lessor: City and County of San Francisco by and through the Airport Commission.

Lessees: Eight rental car companies including Hertz Corporation, Avis Rent-a-Car, Alamo Rent-a-Car, National Car Rental, Budget Rent-a-Car, Dollar Systems, Thrifty Car Rental and Enterprise Rent-a-Car.

Number of Square

Feet: Total square footage in the new Rental Car Facility is approximately 2,071,883 square feet, or 1,428,937 square feet more than the 642,946 currently allocated to rental car operations. The Rental Car Facility will include a five-story rental car garage, a Quick Turnaround Area (QTA) where returned rental cars are cleaned and refueled, and a surface storage area for stacking rental cars. The square footage allotted to each rental car company for rental car storage and operations will be determined by the Airport Commission according to market share.

Term of Lease: The proposed concession leases are for a period of five years and would commence on the date the rental car facility opens to the public, presently estimated to be in September of 1998.

Right of Renewal: The proposed leases have one five-year extension option exercisable at the discretion of the Airport Commission.

**Annual Rent
Payable by
Concessionaire
to the Airport:**

The high bids for the rental car concession space in the new Rental Car Facility were based on the Minimum Annual Guarantee offered by each rental car company through a competitive bidding process for rental car operations.

Either the following Minimum Annual Guarantees in the proposed Concession Agreements are to be paid to the Airport by each rental car operator:

	<u>Proposed Leases</u>
Hertz Corporation	\$8,122,900
Avis Rent-a-Car	5,818,000
Alamo Rent-a-Car	3,751,000
National Car Rental	2,879,124
Budget Rent-a-Car	2,076,240
Dollar Systems	1,650,000
Thrifty Car Rental	480,000
Enterprise Rent-a-Car	<u>400,000</u>
	\$25,177,264

Or, 10 percent of gross revenues is to be paid, whichever is greater. The Minimum Annual Guarantees can never go

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BUDGET ANALYST

below the amounts stated in the subject Concession Agreements, but the Concession Agreements allow the Airport to increase the Minimum Annual Guarantee each year, after the first year, to 85 percent of the previous year's rent due based on 10 percent of the gross revenue, if such payments are higher than the original Minimum Annual Guarantee. If the Lease option for the second five years is exercised by the Airport, then the Minimum Annual Guarantee will continue to be the higher of either the original Minimum Annual Guarantee or 85 percent of the previous year's rent due based on 10 percent of the gross revenue from each of the eight rental car companies.

Currently, the on-Airport rental car companies do not have Minimum Annual Guarantees in their Concession Agreements. However, at the time that 5 of the 6 companies, including Hertz, Avis, National, Budget, and Dollar, originally bid for concession space in 1979, the Concession Agreements that were awarded did include the following Minimum Annual Guarantees:

Hertz Corporation	\$2,898,707
Avis Rent-a-Car	2,115,806
National Car Rental	1,414,308
Budget Rent-a-Car	382,500
Dollar Systems	<u>405,878</u>
	\$7,217,199

Subsequently, in 1989, when the Concession Agreements were scheduled to go out to bid again, the Airport had not yet completed the Master Plan and the details regarding the interim and future locations of the rental car operations on-Airport were unknown. According to Ms. Schimke, at the time, all five of the rental car companies had surpassed the Minimum Annual Guarantee threshold for several years and were paying 10 percent of gross revenues. As a result, the Airport held over the five existing Concession Agreements on a month-to-month basis, with the annual concession fee payments to the Airport being based on 10 percent of gross annual revenues. Ms. Schimke reports that the elimination of the Minimum Annual Guarantee did not result in reduced revenues to the Airport because all of the rental companies had already surpassed the Minimum Annual Guarantee threshold in prior years.

The sixth on-Airport rental car company, Alamo, replaced another rental car company that chose to relinquish its concession space in 1993. Because Alamo established a Concession Agreement with the Airport for the first time in 1993, Alamo's Concession Agreement did include a Minimum Annual Guarantee of \$3,608,749 and it was established on a three year term. In 1996, it was held over on a month-to-month basis with the annual concession fee payment to the Airport being based on 10 percent of annual gross revenue. The total of the Minimum Annual Guarantees from these prior agreements, including the Alamo agreement, amounted to \$10,825,948, or \$14,351,316 less than the proposed Minimum Annual Guarantees which total \$25,177,264.

**Utilities and
Janitorial
Services:**

Individual Lessees will pay for the costs of all utilities and janitorial services for their exclusive areas. All tenants of the new Rental Car Facility will jointly and severally be responsible for Common Use Space, including shared lobby areas.

Description:

As part of the Master Plan expansion of the San Francisco International Airport, the Airport Commission is constructing a new Rental Car Facility. Rental car companies currently have counter space in each of the three terminals, while their vehicles are located in individual facilities south of the South Terminal. The new Rental Car Facility will consolidate all rental car operations in one building and parking lot area, which will consist of a five-story building and garage with a capacity for approximately 6,000 vehicles, a public lobby, operating space for eight rental car companies (see Comment No. 2), a Quick Turnaround Area (QTA) where rental cars are returned, cleaned and refueled, and a surface storage area for stacking rental cars. The subject resolution would approve Concession Agreements with eight rental car companies, each of which includes a Lease Agreement, selected after a competitive bidding process based on the Minimum Annual Guarantees to be paid to the Airport by each rental car company.

Comments:

1. According to Ms. Dorothy Schimke of the Airport, in the 12-month period from February 1, 1997 through January 31, 1998, the six on-Airport rental car companies, including Hertz, Avis, National, Budget, Dollar and Alamo (see

Comment No. 4 regarding Alamo), had total combined revenue of \$302,659,000, of which the Airport collected \$29,806,325 in concession fees based on 10 percent of annual gross revenues. Attachment 2, provided by the Airport, lists the six current on-Airport companies and the annual amount paid by each in concession fees. The two additional companies to be located on-Airport, Thrifty and Enterprise, paid \$380,515 and \$122,057 respectively for this period in off-Airport fees, for a total of \$30,308,897 from the eight companies.

2. The Airport Commission designed the new Rental Car Facility to accommodate up to nine rental car companies, but there were only eight responsive and qualified bidders for the on-Airport Concession Agreements, so the total space will be allocated between the subject eight lessees.

3. Ms. Schimke reports that the current Concession Agreements with the six existing on-Airport rental car companies will be terminated upon commencement of the subject Concession Agreements.

4. As noted above, Alamo established an on-Airport Concession Agreement in 1993. However, Alamo only has on-Airport counter space. Alamo's rental vehicles are located off-Airport. According to Ms. Schimke, the Airport considers Alamo an on-Airport concessionaire.

5. In addition to the concession fees collected from rental car companies, the Airport also collects rent payments. As shown in Attachment 3 to this report, the Airport currently collects \$369,000 annually in rent from six rental car companies located on-Airport. In the new Rental Car Facility, the Airport will calculate the rent due from each rental car company according to the debt service payment required for the Rental Car Facility construction and financing costs, land value, and the estimated operating costs of the Facility, in order to fully recover all costs.

The Airport estimates that the total cost of the new Rental Car Facility at \$108,000,000. The estimate shown in Attachment 3 of \$12,807,662 in annual rent payments to be received from the eight rental car companies was calculated at a rate of \$8 per square foot for garage and Quick Turnaround Area space and \$1.75 per square foot for

uncovered surface space, which are the rate caps set forth in the Concession Agreement, as needed to meet the required debt service and operating costs of the Facility. Ms. Schimke reports that the actual total rent to be collected by the Airport from the rental car companies may be less than \$12,807,662, depending on the actual cost of the Facility, and will be the amount required to meet all the Airport's construction and financing debt service costs, land value, and operating costs for the new Rental Car Facility.

6. According to Ms. Schimke, when the proposed Concession Agreements expire, the rent for rental car companies may be adjusted to market rate, which is expected to be higher than \$8 per square foot, which is the rate cap set forth in the proposed Concession Agreements.

7. The new Rental Car Facility will be occupied by eight rental car companies, including the current six on-Airport rental car companies and the two current off-Airport rental car companies – Enterprise and Thrifty – all of whom have current Agreements with the Airport. Attachment 4 provided by the Airport, lists the eight companies and the estimated amounts to be paid under the proposed agreements and whether such payments are estimated on the basis of the Minimum Annual Guarantee or 10 percent of gross revenues. As shown in Attachment 4, the total estimated payments to the Airport for the first year of the proposed Concession Agreements is \$30,849,919, or \$541,022 more than the \$30,308,897 for the last reported 12 month period. According to Ms. Schimke, the projected first year payments under the proposed Concession Agreements of \$30,849,919 are conservatively estimated.

Recommendation: Approve the proposed resolution.

Attachment I

Current On-Airport* Rental Car Companies

<u>Company</u>	<u>Location of On-Airport Facilities</u>
Hertz Corporation	5.35 acres at Plot 1
Avis Rent-A-Car	3.45 acres at Plot 1
National Car Rental	1.94 acres at Plot 1
Budget Rent-A-Car	1.57 acres at Plot 3
Dollar Systems	2.45 acres at Plot 3
Alamo Rent-A-Car	No On-Airport Facilities

* "On-Airport" Rental Car Companies have counter space in all three terminals.

Current On-Airport Companies
Concession Fees Paid

<u>Company</u>	<u>Concession Fees Paid</u> <u>2/1/97 - 1/31/98</u>
Hertz Corporation	\$10,675,464
Avis Rent-A-Car	\$6,604,956
Alamo Rent-A-Car	\$3,973,540
National Car Rental	\$3,886,769
Budget Rent-A-Car	\$2,607,435
Dollar Systems	\$2,058,161
TOTAL	\$29,806,325

Attachment III

<u>Company</u>	<u>Market Share</u>	<u>Estimated Space in New Facility</u>	<u>Estimated Rent in New Facility</u>	<u>Current Space Rental at Airport</u>
Hertz	33.25%	Garage/QTA - 488,477 Surface space - 200,423	\$4,258,566	\$133,750 (5.35 acres at \$25,000/acre)
Avis	21.23%	Garage/QTA - 311,890 Surface space - 127,969	\$2,719,066	\$86,250 (3.45 acres at \$25,000/acre)
Alamo	15.94%	Garage/QTA - 234,175 Surface space - 96,082	\$2,041,544	Currently Off-Airport
National	12.23%	Garage/QTA - 179,671 Surface space - 73,719	\$1,566,376	\$48,500 (1.94 acres at \$25,000/acre)
Budget	7.33%	Garage/QTA - 107,685 Surface space - 44,183	\$938,800	\$61,250 (2.45 acres at \$25,000/acre)
Dollar	7.01%	Garage/QTA - 102,984 Surface space - 42,254	\$897,817	\$39,250 (1.57 acres at \$25,000/acre)
Thrifty	2.03%	Garage/QTA - 29,822 Surface space - 12,236	\$259,989	Currently Off-Airport
Enterprise	0.98%	Garage/QTA - 14,397 Surface space - 5,907	\$125,513	Currently Off-Airport
Total Rent			\$12,807,662	\$369,000

* Rent for Garage/QTA space is at a not-to-exceed rate of \$8/sf/yr.

* Rent for Surface space is at a not-to-exceed rate of \$1.75/sf/yr.

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Attachment IV

Estimated Concession Revenues
From Eight New Concession Agreements

<u>Company</u>	<u>Estimated First Year Concession Revenue Based on 10% of Gross Revenues</u>
Hertz Corporation	10,675,464
Avis Rent-A-Car	6,604,956
Alamo Rent-A-Car	3,973,540
National Car Rental	3,886,769
Budget Rent-A-Car	2,607,435
Dollar Systems	2,058,161
Thrifty	643,594
Enterprise	400,000*
TOTAL	\$30,849,919

*Enterprise estimated concession revenue based on Minimum Annual Guarantee of \$400,000.

Memo to Finance Committee
April 1, 1998 Finance Committee Meeting

Item 4 – File 98-362

Department: Department of Human Resources (DHR)
Employee Relations Division (ERD)

Item: Ordinance appropriating \$687,614 to fund labor negotiations of the Department of Human Resources and providing for ratification of action previously taken.

Amount: \$687,614

Source of Funds: \$569,464 General Fund Salary and Benefits Reserve
118,150 Workorder funds from eight departments
\$687,614 Total

The following eight departments will pay for \$118,150 of this \$687,614 request from workorder funds:

Department of Public Works	\$8,181
Airport	45,042
Building Inspections	7,949
Port Commission	8,450
Public Utilities Commission	14,018
PUC-Hetch Hetchy	5,810
PUC-Water	15,859
PUC-Cleanwater	<u>12,841</u>
	\$118,150

Description: The Department of Human Resources (DHR) is responsible for wage negotiation and arbitration of all City Memoranda of Understandings (MOUs). In FY 1997-98, MOUs with the following 12 labor organizations are to be negotiated: Deputy Sheriffs, International Federation of Technical and Professional Employees (IFTPE) Local 21, Municipal Attorneys Association, Municipal Executives Association, Stationary Engineers Local 39, Teamsters Locals 216, 350, and 856, Transportation Workers Union (TWU) Locals 200, 250A, and 250A-Multi-unit, and Unrepresented Employees. According to Ms. Andrea Gourdine of the DHR, these MOUs will cover approximately 6,500 employees, including most of the City's financial, information systems, and engineering professionals, transit managers, Deputy Sheriffs, City executives, and Deputy City Attorneys.

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This request of \$687,614 would fund the costs of the labor negotiations related to the 12 MOUs cited above.

Budget:

A budget for the supplemental appropriation request for DHR's labor negotiations for the period July 1, 1997 through June 30, 1998 in the amount of \$687,614 is as follows:

<u>Item</u>	<u>Cost</u>
<u>Legal Counsel</u>	
O'Melveny & Myers	\$232,507
Liebert, Cassidy & Frierson	77,240
Susan Mosk	<u>70,000</u>
Subtotal	\$379,747
Services of the City Attorney's Office	<u>62,353</u>
Subtotal	\$442,100
<u>Professional Services</u>	
R&G Consulting: Salary Surveys	\$75,000
R&G Consulting: Expert Services	63,000
Arbitrators	<u>75,000</u>
Subtotal	\$213,000
<u>Temporary Salaries</u>	
1- 1203 Personnel Technician	
241.5 hours @ 19.34/hr	\$4,671
1-1244 Sr. Personnel Analyst	
775 hours @28.79/hr	<u>22,312</u>
Subtotal	\$26,983
Fringe Benefits @ 20.5%	<u>5,531</u>
	<u>\$32,514</u>
Total Estimated Costs for Labor Negotiations in FY 1997-98	\$687,614

Attachment 1, provided by DHR, contains additional budget details for this request of \$687,614, including estimated hours and hourly rates for outside Legal Counsel, Professional Services, Services of the City Attorney, and for Temporary Salaries.

Comments:

1. Attachment 2 provided by DHR explains how the consultants were selected. Mr. Geoff Rothman of the DHR states that the firms of (1) O'Melveny & Myers, attorneys;

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BUDGET ANALYST

(2) Liebert, Cassidy & Frierson, attorneys; (3) Susan Mosk, attorney; and (4) R & G Consulting, salary survey services, were retained on a sole source basis because of the unique background and prior experience of these firms with the City's labor negotiations.

2. According to Ms. Andrea Gourdine of the DHR, the amount of \$1,326,481 in the FY 1997-98 budget approved for labor relations is insufficient to fulfill all of the responsibilities of the DHR. This legislation already provides for ratification of actions previously taken. Attachment 4, provided by DHR, provides a list and the related amounts of the expenditures which are retroactive. As shown in Attachment 4, \$257,750 in expenditures have already been incurred prior to the Board of Supervisors approval. This amount represents over 37 percent of this total request of \$687,614.

3. Mr. Rothman states that approximately \$221,050 to \$294,439 (one-half to two-thirds of outside Legal Counsel costs of \$379,747 plus one-half of the City Attorney's inhouse costs of \$62,353), of the total \$442,100 budgeted for legal costs, are based on the assumption that ERD will have to engage in arbitration for an estimated 8 of the 12 MOUs to be negotiated, including the MOU with the Municipal Attorneys Association, in which the 330 City Attorneys covered by the MOU cannot work on the City's behalf in negotiation due to a conflict of interest. Arbitration is required in the event an agreement is not reached between ERD and the applicable labor organization. Based on Mr. Rothman's estimate, \$294,439 of the Services of Other Departments should be reserved pending a determination as to the costs needed for arbitration proceedings which are uncertain at this time.

4. The Budget Analyst notes that the 1997-98 labor negotiations will be the fourth year of collective bargaining conducted pursuant to Proposition F which was approved by the voters in November of 1994. Similarly, the subject ordinance represents the fourth consecutive year in which supplemental funds, in addition to regular budgeted funds, have been appropriated for this activity.

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BUDGET ANALYST

5. Attachment 3, provided by DHR shows the originally approved budgeted funds, the subsequently approved supplemental appropriations, and the total of the budget plus the supplementals for DHR labor negotiation costs for each of the past three fiscal years, together with the number of MOUs negotiated in each of these three years, including the total FY 1997-98 DHR budgeted funds of \$1,326,481 for labor negotiations and this subject supplemental request of \$687,614 for a total of \$2,014,095 to be expended on labor negotiations for 12 MOUs in FY 1997-98. Attachment 3 also includes a listing of the 12 MOUs to be negotiated in FY 1997-98.

6. As shown in Attachment 3, including the original budgeted costs and the supplemental appropriation costs, in FY 1995-96, 31 MOUs were negotiated for a total cost of \$1,413,120, in FY 1996-97, 36 MOUs were negotiated for a total cost of \$1,787,302, and in FY 1997-98, 12 MOUs are to be negotiated for a total cost of \$2,014,095.

7. In FY 1995-96, the average budgeted cost per MOU was \$45,584. In FY 1996-97, the average budgeted cost per MOU was \$49,647. In FY 1997-98, the average budgeted cost is \$167,841, or over 252 percent in excess of the average cost of \$47,616 for FY 1995-96 and FY 1997-98. DHR states that the number of MOUs is not necessarily determinative of the time and services required for negotiations and arbitrations. For example, Mr. Rothman states that in FY 1996-97, 19 building trades unions negotiated as a coalition, which resulted in reduced costs.

8. According to Mr. Rothman, the original DHR budget request for FY 1997-98 would have included an additional amount of approximately \$1,035,830 for labor negotiation costs. However, according to Mr. Rothman, DHR was instead directed by the Mayor's Office to request a supplemental appropriation later in the year. The Budget Analyst believes that the Mayor's budget should include all reasonably projected costs and that costs should not be deferred for purposes of submitting future supplemental appropriation requests.

- Recommendations:**
1. In accordance with Comment No. 3, amend the ordinance by reserving \$294,439 of the Services of Other Departments account pending a determination as to the costs needed for arbitration proceedings which are uncertain at this time.
 2. Approval of the ordinance, as amended, is a policy matter for the Board of Supervisors, particularly since \$257,750, or over 37 percent of this request of \$687,614, requires Board of Supervisors retroactive approval for expenditures already incurred.

Attachment 1Summary of FY 1997/98 costs for labor negotiations :

<u>Counsel :</u>	<u>Hours</u>	<u>Cost/Hr</u>	<u>Cost</u>
O'Malley & Myers	870	267.25	232,507
Liebert, Cassidy & Frierson	396.1	195	77,240
Susan Mosk	350	200	70,000
City Attorney	567	110	62,353
Subtotal			442,110

<u>Professional Services</u>	<u>Hours</u>	<u>Cost/Hr</u>	<u>Cost</u>
Salary Surveys	600	125	75,000
Expert Services	1800	35	63,000
Arbitrators	500	150	75,000
Subtotal			213,000

<u>Temporary Salaries</u>	<u>Hours</u>	<u>Cost/Hr</u>	<u>Cost</u>
Senior Personnel Analyst	775	28.79	26,983
Personnel Technician	241.5	19.34	4,670
Benefits @ 20.5%			5,531
Subtotal			32,514

Total			687,614
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Attachment 2

Selection of Experts

1. Attorneys – arbitrations require attorneys who have particular expertise in the practice of labor law, and who have no conflict of interest with units in negotiation. The firms, selected in conjunction with the City Attorney, possess special expertise in labor law, and have extensive knowledge of the city labor structure, employee ordinances, and personnel programs. Of the four individual external attorneys currently engaged, one is a minority, and one is a woman. This represents an increase in the diversity of engaged attorneys over prior years.
2. Salary Surveys – these mandated surveys involve extensive contacts with both public and private sector employers, and the ability to survey for the City's unique and varied occupations in the local and statewide market. The firms involved, staffed by former U S Department of Labor and state joint-powers agency personnel, possess this special expertise, and are credible to both management and labor.
3. Experts – experts are retained based on their unique knowledge and credentials in particular disciplines, and the resulting credibility of their testimony. As an example, the unions have proposed dramatic expansion of current employee benefits. Therefore, experts have been selected who possess special and unique knowledge of employee benefits programs and administrative practices in the public sector.
4. Arbitrators – pursuant to the provisions of the Charter Section A8.409, arbitrators are selected by mutual agreement with labor or from lists provided by the American Arbitration Association or the State Mediation and Conciliation Service.

Attachment 3

Total Budgeted Funds for Employee Relations in past Three Years

<u>Year</u>	<u>ERD Budget</u>	<u>Supplemental</u>	<u>Full Year Total</u>	<u># of MOU's</u>
1995/96	\$735,629	\$677,481*	\$1,413,120	31
1996/97	\$1,222,749	\$564,553**	\$1,787,302	36
1997/98	\$1,326,481	\$687,614***	\$2,014,095	12

* the approved ERD supplemental appropriation was \$485,500 supplemented by workorders and additional funds paid from non-DHR resources, which result in the total above.

** includes \$150K provided by interdepartmental workorders. Two full time professional staff were reassigned from operating departments to negotiations for approximately four months.

*** this includes \$118,150 in scheduled interdepartmental workorders.

Note 1 – the Employee Relations budget includes compensation administration, contract administration, routine negotiations, grievance management, bargaining unit management, and related programs.

Note 2 – the number of MOU's is not necessarily determinative of the time and resources required for negotiations and arbitrations. As an example, in 1996/97, nineteen (19) building trades unions negotiated as a coalition, substantially reducing negotiations costs. The City cannot mandate coalition bargaining, but has been responsive to more efficient approaches whenever mutual agreement with labor organizations can be achieved.

Note 3 – 1998 Open Labor Contracts/Ordinances

Deputy Sheriffs Association	Teamsters, Local #856
IFPTE Local #21	TWU, Local #200
Municipal Attorneys Association	TWU, Local 250A (7410)
Municipal Executive Association	TWU, Local 250A (Multi-unit)
Stationary Engineers, Local #39	Unrepresented Employees
Teamsters, Local #216	
Teamsters, Local #350	

Attachment 4

Expenditures To Date

Expenditures Incurred – the law firms and salary survey agents identified in this proposed budget have been fully engaged since at least January, 1998. This schedule is necessary in order to satisfy the Charter mandated calendar, wherein final action on arbitration awards or mutually agreeable contracts is necessary prior to the beginning of the next fiscal year. Typically, negotiations involve several months, including preparation and research prior to beginning active bargaining.

No invoices for services have been processed by DHR to date. However, it is estimated that the hours of services have been already been provided :

<u>Attorneys</u>	<u>Hours to Date</u>	<u>Hourly Rate</u>	<u>Total</u>
O'Melveny & Myers	250	267	\$66,750
Liebert, Cassidy & Frierson	150	195	29,250
Susan Mosk	150	200	30,000
City Attorney	275	110	<u>30,250</u>
Total			\$156,250

<u>Professional Services</u>	<u>Hours to Date</u>	<u>Hourly Rate</u>	<u>Total</u>
Salary Surveys	500	125	\$62,500
Expert Services	900	35	31,500
Arbitrators	50	150	<u>7,500</u>
Total			\$101,500

Total Expenditures Incurred			\$257,750
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Expenditures already paid – no actual payments have been made by DHR to law firms, experts or temporary staff. However, in order to support these negotiations, some staff have been redeployed from the Merit System Services division. The impact of these reassignments is to reduce the output of examinations and classification transactions, until the borrowed staff can be returned.

Memo to Finance Committee
April 1, 1998 Finance Committee Meeting
Item 5 - File 98-363

Department: Department of Parking and Traffic (DPT)
Purchasing Department

Item: Ordinance waiving competitive bid requirements and prevailing wage requirements for the Department of Parking and Traffic's (DPT) award of a master contract to the San Francisco Conservation Corps (SFCC) for maintenance services, landscape services, installation services, and conservation and recycling education services.

Amount and Source of Funds: According to Ms. Julia Dawson of the Department of Parking and Traffic (DPT), the following funding sources totaling \$253,560 were approved in the 1997-98 budget.

\$40,000	Department of Parking and Traffic San Francisco County Transportation Authority Funds
133,560	Airport Operations Fund
70,000	Water Department Operations Fund for Land and Resources Management
<u>10,000</u>	Department of Public Works Road Fund
\$253,560	Total

Budget: Contractual Services of \$253,560 - Attachment I, provided by Ms. Dawson, contains a program budget for the SFCC master contract in the amount of \$253,560.

Term of Contract: April 1, 1998 through March 31, 1999 (one year)

Description: The proposed ordinance would waive the competitive bidding requirements for the Department of Parking and Traffic (DPT) to award a master contract to the San Francisco Conservation Corps (SFCC) for maintenance services, landscape services, installation services, and conservation and recycling education services. Attachment II, provided by Ms. Dawson, contains a list of

the services to be provided by the SFCC under this proposed master contract.

According to Ms. Dawson, the DPT, the Airport, the Water Department, and the Department of Public Works (DPW) were planning to enter into separate contracts with the SFCC for various services. Ms. Dawson advises the Director of the Purchasing Department urged these departments to instead consolidate their separate requirements for such services into one master contract with the SFCC. Ms. Dawson reports that the DPT agreed to serve as the lead department to award the proposed master contract with the SFCC.

Ms. Dawson has provided a memorandum, shown as Attachment III to this report, that contains information on the installation services to be performed by the SFCC with regard to bicycle racks.

The proposed ordinance would also exempt the DPT master contract with SFCC from prevailing wage requirements, pursuant to Section A 7.204(b) of the City's Charter. According to Mr. Rob Maerz of the City Attorney's Office, the SFCC is eligible to be exempt from prevailing wage requirements in its contracts with the DPT because SFCC meets the conditions for exemption set forth in Section A 7.204(b) of the City Charter. Section A 7.204(b) provides that the Board of Supervisors may, by resolution, exempt from prevailing wage requirements any contract where the work is to be performed by a non-profit organization that provides job training and work experience for disadvantaged individuals in need of such training and experience, and the non-profit organization either (1) has a board of directors appointed by the Mayor or (2) exists primarily to design and build urban gardens, yards, and play areas. SFCC is a non-profit organization that provides job training and work experience for disadvantaged individuals. It has a Board of Directors appointed by the Mayor and exists primarily to design and build urban gardens, yards, and play areas.

Memo to Finance Committee
April 1, 1998 Finance Committee Meeting

- Comment:** According to Ms. Dawson, the competitive bid requirements should be waived for the proposed master contract with the SFCC because the work experience of disadvantaged individuals under the SFCC will best serve the public interest by having a significant positive impact on the economic health of the City.
- Recommendation:** Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

San Francisco Conservation Corps Budget

Department	Contract Amount	Source of Funds	Amount	Contracted Services
Parking and Traffic	\$ 30,000	Grant - S.F. County Transportation Authority	\$ 40,000	Installation of bicycle racks throughout San Francisco
	\$ 10,000	Grant - S.F. County Transportation Authority		
	\$ 40,000			
Airport	\$ 133,560	Operations Fund	\$ 34,560	Annual grass cutting, remove vegetation and fire hazard materials, bag debris
			\$ 40,000	Site and vegetation removal from canal using hand tools
			\$ 49,800	Debris removal along Highway 101 adjacent to airport property
			\$ 133,360	
Water Department	\$ 70,000	Operations Fund - Land and Resources Management Unit	\$ 70,000	Clean up weeds and dense underbrush at or near manometers, right of way, roadways, and trails, correct fire breaks to fuel breaks
				Maintain existing fuel breaks and other ground maintenance
Pestic Weeds	\$ 10,000	Road Fund	\$ 10,000	Debris and litter removal and as needed landscaping services
Total Annual Amount	\$ 253,560		\$ 253,360	

Appendix A

Services to be Provided by Contractor

I. Maintenance Services

a. Bicycle racks and lockers

As directed by the City, SFCC will install and maintain prefabricated bicycle racks at various City locations. In some locations, SFCC will assemble and install prefabricated bike lockers that they will also maintain during the contract period. SFCC will also remove, store, re-install and maintain bike racks and lockers for City departments that are changing locations and/or establishing bike programs for their employees.

b. Fire hazard abatement, litter removal, graffiti removal

As directed by the City, SFCC will clear and remove brush, vegetation, and other fire hazards requiring abatement. During the contract period SFCC will maintain abatement activities to prevent fire hazards. The SFCC will gather and remove litter and dead vegetation and bag all of the material gathered for removal. SFCC will also remove identified graffiti and maintain those areas at the request of City departments to ensure speedy removal.

c. Watershed and wetland protection and maintenance

As directed by the City, SFCC will perform seasonal work that will consist of, but is not limited to, reforestation, erosion control and bank stabilization, vegetation control for fire prevention, silt removal from canals, creek restoration and clean up after major storm events, collection, processing, and storage of native seeds and cuttings, fence maintenance, repair, and replacement, and aesthetic enhancement projects.

II. Landscape Services

As directed by the City, SFCC will perform general landscape services such as soil addition, tree and shrub planting, pruning, mowing and laying of landscape fabric at department identified sites. These sites may include specific gardens, public parks and semi-public sites.

III. Installation Services

As directed by the City, SFCC will place and install planter boxes, benches and picnic tables pursuant to landscape designs of participating departments. SFCC will also install and maintain play structures (i.e. swings, slides, etc.) and matting upon request. These installation services may be performed in conjunction with general landscape designs or perform distinctly for areas identified by departments.

IV. Conservation and Recycling Education

Due to its unique mission and training programs, the SFCC will, as directed by the City, train City department staff on conservation awareness, recycling collection, and other conservation practices. This public education and outreach is also available to elementary, middle, high schools and community-based organizations, to be performed in conjunction with other City-sponsored programs. Through SFCC extensive education contacts, it will also provide interns to requesting City departments through its Corps members. SFCC has an extensive and excellent training program and recruitment program targeting urban youths.



City and County of San Francisco



WILLIE LEWIS BROWN, JR., Mayor
STUART SUNSHINE, EXECUTIVE DIRECTOR

MEMORANDUM

To: Budget Analyst
Board of Supervisors

From: Julia Dawson, Senior Administrative Analyst

Subject: San Francisco Conservation Corps Contract

Date: March 18, 1998

The Department of Parking and Traffic wishes to contract with the San Francisco Conservation Corps for the installation of bicycle racks throughout the City. To help increase the number of bicycle racks on City streets, Supervisor Katz sponsored legislation to streamline the approval process for bicycle rack installation. This legislation allows the Department of Parking and Traffic to survey and install bicycle racks if a location requests it. The department provides bicycle racks and installation services to all buildings that request it, not just buildings owned or occupied by the City and County of San Francisco, because it is part of the City's policy to promote the use of alternative transportation.

The department's bicycle program currently has 250 requests for bicycle racks from various facilities, including buildings that house private companies, buildings owned or rented by the City and County of San Francisco, and buildings owned or rented by other government entities. The bicycle program estimates that 20% of its outstanding requests come from City or other government-related buildings. The percentage of City buildings is low because many City departments already have bicycle racks installed next to their buildings. Some of these buildings have asked for small bicycle racks that will hold two bicycles, while other locations have requested larger racks that have the capability of holding between 5 and 7 bikes depending on the rack's size.

Before it installs any bicycle racks, the department must survey each of the sites that have requested racks to determine if they meet the proper placement criteria, such as meeting access needs on the street for pedestrians and people with disabilities, the potential for interference with public utilities and public transportation, conflicts with motor vehicles, and possible obstructions of entrances and exits. The survey will also assess whether the size of rack that the building requested is appropriate for the location. The department plans to enter into a personal services contract with the San Francisco Bicycle Coalition to complete these surveys because the department does not have enough staff to survey all of these locations. The Parking and Traffic Commission passed a resolution on

January 20, 1998 authorizing the department to enter into a contract with the San Francisco Bicycle Coalition. The amount of this contract will be \$4,000 so this contract does not require Board of Supervisors approval.

After the surveys are complete, the department will develop an installation plan for the San Francisco Conservation Corps. The department decided to enter into a contract with the Corps for these services because the installation of bicycle racks is a physical task requiring manual labor that does not require specialized skills to complete. The Corps also provides the added benefit of providing job experience and training to at-risk youth in the City. The Corps has estimated that it will cost the department approximately \$200 per rack to surface mount a two-bicycle "U" shaped rack or a larger ribbon rack. With the \$40,000 allocated by the department in this contract, the department will be able to install approximately 200 bicycle racks. The department has already purchased 75 bicycle racks and it plans to purchase an additional 125 racks with grant funds from the San Francisco County Transportation Authority. "U" racks cost approximately \$70 each and the larger ribbon racks cost between \$70 and \$150 depending on the size.

Item 6 - File 98-408

Department: Port Commission
Department of Public Works (DPW)

Item: Supplemental appropriation ordinance in the amount of \$1,501,492 to fund the costs of various capital improvement projects.

Amount: \$1,501,492

Budget:

Fisherman's Wharf Plaza:	\$535,037
Landfill Closure	530,150
Wetlands Restoration	388,250
Gas Structure Relocation	17,528
Pier 45 Apron	<u>30,527</u>
Total	\$1,501,492

Source of Funds: San Francisco Harbor Operating Fund

Description: The proposed ordinance would appropriate \$1,501,492 in Harbor Operating Fund monies for five capital improvement projects, as follows:

Fisherman's Wharf Plaza (\$535,037)

This project would fund an increase in scope for the Fisherman's Wharf Plaza Project at the intersection of Powell and Jefferson Streets. The purpose of the Fisherman's Wharf Plaza Project is to (a) provide public open space, (b) enhance the commercial viability of the Fisherman's Wharf area, and (c) improve pedestrian and vehicle circulation. The increased scope is to (a) enlarge the Plaza, (b) add drainage, (c) make modifications to the electrical system, (d) and install additional lighting, trees, and street furniture. According to Mr. Hoy Seng Kwok of the Port, the proposed modifications result from Port staff working with the Fisherman's Wharf community, various City departments, and outside parking and traffic consultants to develop the most functional project. According to Mr. Kwok, the total estimated cost for this project is \$814,178, with the balance of \$279,141 to be funded by previously appropriated Harbor Operating Funds. Mr. Kwok states that the project

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commenced in June of 1995 and is scheduled to be completed in June of 1999.

According to Mr. Kwok, the construction contractor, Stacey and Witbeck, was the low bidder in the amount of \$682,925, based on the Public Transportation Commission¹ Invitation-for-Bids (IFB) process.

Landfill Closure at Pier 98 (\$530,150)
Wetlands Restoration at Pier 98 (\$388,250)

Pier 98 is comprised of approximately 25 acres of fill in the San Francisco Bay estuary, on the north side of India Basin. In 1998, the Port Commission and the Bay Conservation and Development Commission (BCDC) entered into an agreement to resolve an outstanding enforcement issue regarding the legal status of the fill which comprises Pier 98. This agreement requires that the Port design a project, which will enhance existing wetlands, create five acres of new wetlands, and improve recreational opportunities and public access at the site.

Pursuant to the agreement with BCDC, the Port completed a technical alternatives analysis of possible designs for wetlands creation and public access enhancement. The conceptual design, selected on the basis of the analysis, and adopted by the Port Commission and BCDC, includes the following Landfill Closure and Wetlands Restoration Projects:

Landfill Closure at Pier 98 (\$530,150)

According to Ms. Carol Bach of the Port, a geotextile membrane would be placed over approximately 4.7 acres of the upland portion of the site to prevent infiltration of rainfall thorough the underlying fill material. According to Ms. Bach, the total estimated cost of this project is \$530,150.

¹ The Fisherman's Wharf Plaza Project is being performed in conjunction with the Municipal Railway's "F" Line construction in the Fisherman's Wharf area under the jurisdiction of the Public Transportation Commission.

A contractor has not yet been selected for this project. However, Ms. Bach advises that a construction contractor will be selected based on the Port's Invitation-for-Bids (IFB) process.

According to Ms. Bach, the project is expected to commence in July of 1998 and is expected to be completed by October of 1998.

Wetlands Restoration (\$388,250)

According to Ms. Bach, asphalt and concrete debris currently covering areas that are to be restored as wetlands would be removed. New and existing wetlands would be graded, and swales (moist or marshy depressions in a tract of land) and drainage channels would be constructed to promote appropriate drainage. Ground surface would be cut and filled as needed to create or enhance different wetland habitats at different elevations. According to Ms. Bach, the total estimated cost of this project is \$1,388,250 with the balance of \$1,000,000 to be funded by the Public Utilities Commission (Clean Water Program) pursuant to an agreement between the PUC and the Regional Water Quality Control Board.

A contractor has not yet been selected for this project. However, Ms. Bach advises that a construction contractor will be selected based on the Port's Invitation-for-Bids (IFB) process.

According to Ms. Bach, the project is expected to commence in July of 1998 and is expected to be completed by October of 1998.

Gas Structure Relocation (\$17,528)

This project is to underground the PG&E gas structure, which is located above ground north of the Ferry Building at the beginning of Pier ½ to facilitate the Mid-Embarcadero Roadway Project. The existing above ground structure was built after the Loma Prieta earthquake in 1989 to reconnect utilities to the Ferry Building. According to Mr. Cliff Jarrard of the

Port, the total estimated cost of this project is \$110,000 with the balance of \$92,472 to be funded from Port Revenue Bond Fund monies previously appropriated by the Board of Supervisors.

The work to be performed is under the purview of PG&E's franchise. The Port is paying for the costs to relocate and underground the utilities. Ms. Mary Ellen Wriedt of the Port reports that undergrounding is not required but would be accomplished to improve the appearance of the Waterfront.

According to Mr. Jarrard, the project is expected to be completed in April of 1998.

Pier 45 East Apron Repair (\$30,527)

This project is to repair weak areas on Pier 45's East Apron, and also to repair the six-foot by 800-foot apron face with new framing, decking and bullrail. According to Mr. Jarrard, the Pier 45 East Apron is used for Fleet Week, Festa Italiana, the Fourth of July Celebration, and other public assembly uses. Mr. Jarrard reports that parts of Pier 45 have been cordoned off in the past to protect the public from structurally unsafe areas. This proposed repairs to the Pier 45 East Apron would permit public access to the area. According to Mr. Jarrard, the total estimated cost of this project is \$80,000, with the balance of \$49,473 to be funded from monies previously appropriated by the Board of Supervisors.

Mr. Jarrard reports that Port Maintenance staff would perform the repair work.

According to Mr. Jarrard, the project is expected to commence in September of 1998 and is expected to be completed by December of 1998.

Comments:

1. Ms. Wriedt reports that the subject five projects are included in the Port's FY 1997-98 Capital Plan, approved by Port Commission and approved by the City's Capital Improvement Advisory Committee.

Memo to Finance Committee
April 1, 1998 Finance Meeting

2. Mr. Kwok reports that the Fisherman's Wharf Plaza Project, which is currently in progress, is 50 percent completed.

Recommendation: Approve the proposed ordinance.

Item 7 – File 98-364

Department: Municipal Railway (MUNI)
Public Transportation Commission

Item: Resolution approving an agreement between the City and County of San Francisco and the Bay Area Rapid Transit District (BART) authorizing payment from BART to the San Francisco Municipal Railway (MUNI) for BART patrons who use MUNI for purposes of transferring to BART.

Description: The proposed resolution would authorize the Director of Public Transportation to execute an agreement (Agreement) between the City and BART which provides that BART reimburse MUNI in the amount of \$1,806,913, for FY 1996-97. According to Mr. Jim Gerwitz of MUNI, such payment is in recognition that numerous BART patrons use MUNI for purposes of linking up with BART and that such patrons would not use BART at all were it not for the MUNI link.

The Public Transportation Commission adopted Resolution No. 98-017 on February 24, 1998, authorizing the Director of Public Transportation to execute the proposed agreement with BART for FY 1996-97.

According to Mr. Gerwitz, a payment by BART to the City is mandated by the Metropolitan Transportation Commission (MTC). The payment of \$1,806,913 for FY 1996-97 is based on the prior year's payment, with adjustments for changes in the amount of funding allocated to BART from the collection of Sales Taxes in the three counties BART travels through – San Francisco, Alameda, and Contra Costa (see Comment No. 2). This proposed Agreement requires approval from the Board of Supervisors because it contains an indemnification provision.

Comments: 1. Mr. Gerwitz reports that MUNI's FY 1996-97 budget included an estimated payment from BART of \$1,700,348, or \$106,656 less than the proposed agreed upon payment of \$1,806,913. According to Ms. Peg Stevenson of the Controller's Office, the surplus revenue of \$106,656 was

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offset by a reduction in the General Fund contribution to MUNI in FY1997-98.

2. Mr. Gerwitz advises that BART has made annual payments to MUNI, under agreements similar to the proposed Agreement, since FY 1986-87. The amount of the payment from BART to MUNI for FY 1995-96 was \$1,650,893. As previously stated, the FY 1996-97 payment is \$1,806,913, which is \$156,020, or 9.5 percent more than the FY 1995-96 payment of \$1,650,893, based on increased Sales Tax allocations to BART.

3. The proposed agreement contains a mutual indemnification clause which states that the City and BART agree to indemnify, save harmless and defend each other, each other's officers, agents, and employees from legal liability of any nature or kind on account of any claim for damages to property or personal injuries to or death of person or persons incurred by reason of any act, or failure to act, of either party, its officers, agents, employees and subcontractors, or any of them, in performing any duties required by this Agreement, unless such claims arise out of the sole negligence of either party, its officers, agents, or employees.

According to Ms. Audrey Williams of the City Attorney's Office, the additional risks to the City as a result of the mutual indemnification provisions contained in the Agreement are negligible.

Recommendation:

Because of the indemnification provision, we consider approval of the proposed resolution to be a policy matter for the Board of Supervisors.

Item 8- File 98-412

Department: Public Utilities Commission (PUC)

Item: Resolution concurring with the Controller's certification that security services can be performed at the Southeast Community Service Facility (1800 Oakdale Avenue), and can continue to be performed at the Southeast Water Pollution Control Plant (750 Phelps Street), the Earl P. Mills Center (100 Whitney Young Circle), and for as needed services at all of the Water Pollution Control Division's facilities by a private contractor for a lower cost than similar services performed by City and County employees.

Service to be Performed: Security Services on evenings and weekends.

Description: Charter Section 10.104 provides that the City may contract with private firms for services which have been performed by City employees if the Controller certifies, and the Board of Supervisors concurs, that such services can in fact be performed by private firms at a lower cost than similar work services performed by City employees.

The Controller's Office has determined that contracting for the security services for Fiscal Year 1997-98 would result in estimated savings as follows:

<u>City-Operated Service Costs</u>	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
Salaries	\$214,817	\$253,810
Fringe Benefits	<u>62,898</u>	<u>68,872</u>
Total	\$277,715	\$322,682
Contractual Service Costs	<u>(158,128)</u>	<u>(158,128)</u>
Estimated Savings	\$119,587	\$164,554

Comments: 1. According to Mr. Joe Matranga of the Controller's Office, the Contractual Services Cost is based on the PUC's estimates of the services required at the subject facilities and a contract proposal based on those estimates from the

present provider of security services at the subject facilities, McCoy's Patrol Service.

2. Security services at the Earl P. Mills Center were first certified as required by Charter Section 10.104 (Proposition J) in Fiscal Year 1981-82.

Security services for the PUC at the Southeast Water Pollution Control Plant were first certified as required by Charter Section 10.104 in Fiscal Year 1990-91.

This is the initial request for security services for the PUC at the Southeast Community Service Facility as required by Charter Section 10.104. These services are intended to provide security coverage at night to supplement the daylight coverage provided by the City College Police.

3. Mr. Nathan Brennan of the PUC's Water Pollution Control Division states that security services at the Earl P. Mills Center and the Southeast Water Pollution Control Plant have been provided by McCoy's Patrol Service since 1991. The Purchaser is allowing the current arrangements for security services to continue on a month-to-month basis pending Board of Supervisors approval of the proposed resolution, at which time the contract will be put out to bid.

4. The Controller's supplemental questionnaire, with the PUC's responses, is shown in the Attachment.

Recommendation: Approve the proposed resolution.

Attachment

CHARTER 10.104.15 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: PUBLIC UTILITIES COMMISSIONCONTRACT SERVICES: Security Guard ServiceCONTRACT PERIOD: July 1, 1997 through June 30, 2000

- (1) Who performed activity/service prior to contracting out?
No one
- (2) Number of City employees laid off as a result of contracting out?
None
- (3) Explain disposition of employees if they were not laid off?
Not applicable. Current contractor was engaged since the commencement of operation of Water Pollution Control in 1991.
- (4) What percentage of City employee's time is spent on services to be contracted out?
None
- (5) How long have the services been contracted out? Is this likely to be a one-time or an on-going request for contracting out?
Southeast Water Pollution Control Plant: 6 Years; On-going.
E. P. Mill: 23 Years; On-going.
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?
Southeast Water Pollution Control Plant: 1990-91; Every three years.
E. P. Mill: 1981-1982; Yes.
- (7) How will contract services meet the goals of your MBE/WBE Action Plan?
Current contractor has MBE status.
- (8) Does the proposed contract require that the contractor provide health Insurance for its employees? Even if it is not required, does the proposed contractor provide health Insurance for its employees?
No; They do not.
- (9) Does the proposed contract provide benefits to employees with spouses? If so, are the same benefits provided to employees with domestic partners? If not, how does the proposed contractor comply with the Domestic Partners ordinance?
No; (no health insurance or life insurance.); same-none;
Any benefits offered in the future will comply with the Domestic Partners ordinance.

Department Representative:
Telephone Number:Nathan Brennan
(415) 648-6882

April 1, 1998

Item 9 – File 98-409

Department: Department of Real Estate (DRE)
Recreation and Park Department (RPD)

Item: Resolution authorizing the acquisition of real property located in the Golden Gates Heights district for Open Space Purposes and adopting findings pursuant to City Planning Code Section 101.1.

Location: Assessor's Block Nos. 1860A Lot Nos. 20 & 21, and Assessor's Block No. 1861A Lot No. 2

Seller: Mr. Mark Pierce

Size: Approximately 11,253 square feet

Purchase Price: \$200,000

Source of Funds: Open Space Funds approved in the FY 1997-98 budget

Description: Approval of the subject resolution would authorize the acquisition of the subject Property, Block Nos. 1860A Lot Nos. 20 & 21, and Assessor's Block No. 1861A Lot No. 2, from Mr. Mark Pierce for \$200,000 for Open Space purposes.

The subject Property, consisting of vacant land, is located in the Golden Gate Heights district on both the west and east sides of 15th Avenue between Kirkham Street to the north and Lawton Street to the south. The Property is three rectangular shaped lots: two with dimensions of approximately 33' x 120' and one with dimensions of 33' x 101', for a total of approximately 11,253 square feet.

The Recreation and Park Commission approved this acquisition for Open Space purposes. Acquisition was included in the "General Manager's Report: San Francisco Park and Open Space Program" for FY 1997-98, adopted May 1, 1997 by the Commission. The Planning Commission has found that the proposed acquisition of the subject property is in conformity with the City's General Plan and consistent with the Eight Priority Policies of Planning Code Section 101.1.

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Comments:

1. Mr. John Panieri of the DRE states that the DRE conducted an in-house appraisal of the subject property and has concluded that the proposed purchase price of \$200,000, or \$17.77 per square foot, represents the fair market value of the Property. The owner of the Property has agreed to the valuation and has entered into an Agreement of Purchase and Sale with the City.

2. According to Ms. Joanne Wilson of the RPD, if the proposed purchase is approved, the Property will be considered a Significant Natural Resource Area because the Property contains valuable habitat, including a rich native plant community. Ms. Wilson reports that the Property will remain Open Space and that RPD improvement plans are limited to re-vegetation on the property, pursuant to the Recreation and Park Commission's adopted policy to preserve and manage Significant Natural Resource Areas. Ms. Wilson reports that the maintenance expenses associated with the subject site will be funded by the annual Open space appropriations which are allocated for maintenance.

3. According to the Assessor's Office, the assessed valuation of the subject Property to be acquired is \$11,655. Based on the 1997-98 tax rate of \$1.19 per \$100 of assessed valuation, the annual taxes to be paid to the City on the Property would be approximately \$139. Once the City acquires the Property, such taxes would no longer be paid to the City.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Department: Recreation and Park Department (RPD)
Department of Real Estate

Item: Resolution authorizing the General Manager of the Recreation and Park Department to enter into a lease, without competitive bidding, with the Mission Economic Development Association (MEDA), a nonprofit corporation, for MEDA to use a portion of Mission Dolores Park as a café, for a term of ten years at the annual rent of \$1.00 plus a percentage of revenues to be charged by the City to MEDA; and adopting findings pursuant to Section 101.1 of the City Planning Code.

Location: Mission Dolores Park

Purpose of Lease: Operate a café to sell food, non-alcoholic beverages, and various sundry items including T-shirts and coffee mugs.

Lessor: City and County of San Francisco

Lessee: Mission Economic Development Corporation

No. of Sq. Ft.: The subject lease site is not to exceed 1,500 square feet.

**Annual Rent Payable
By MEDA to the City:** \$1.00; plus, for the first five years, if the cafe is operated by a third party, within 60 days of each anniversary of the Lease, 10 percent of all revenue earned by MEDA from annual gross receipts up to \$350,000 (the "Threshold Level¹"), plus seven percent of all annual gross receipts over \$350,000. If the café is operated by MEDA, then MEDA shall pay seven percent of all annual gross receipts.

During the sixth through tenth years of the term, if the café is operated by a third party, MEDA would pay the greater of (a) the "Average Payment,"² or 10 percent of all annual gross receipts up to the "Threshold Level," plus

¹ The Threshold Level would be \$350,000 until the fifth anniversary of the Lease, when the Threshold Level would be adjusted based on the Consumer Price Index for Urban Wage Earners and Clerical Workers for the San Francisco-Oakland-San Jose area.

² Defined as the average of annual payments, based on a percentage of gross receipts, for the most recent four years of the term of the Lease.

seven percent of all annual gross receipts in excess of the Threshold Level.

Utilities and

Janitorial Services:

All costs for utilities, other than water and sewer service charges, and all costs for janitorial services, including janitorial services for the two existing restrooms in the Clubhouse, would be the responsibility of the lessee.

Term of Lease:

The first day of the month following the month during which (a) the Board of Supervisors adopts this subject resolution, and (b) the City and MEDA have duly executed the lease, for a term of ten years.

Right of Renewal:

None.

Description:

The proposed resolution would authorize the Recreation and Park Department to enter into a lease, without competitive bidding, with the Mission Economic Development Association, a nonprofit corporation, to operate a café in Mission Dolores Park, adjacent to the site of an existing Clubhouse, as shown in Attachment I.

Under this lease, MEDA would construct, at its own expense, a café, in Mission Dolores Park, not to exceed a total of 1,500 square feet, including a terrace for seating patrons outside. The café would be an addition to the Clubhouse. The interior of the existing approximately 1,750 square foot Clubhouse would remain as is. According to Ms. Jaci Fong of RPD, the total estimated costs of construction of the café would range from \$150,000 to \$175,000. All improvements to be made to Mission Dolores Park by MEDA would be subject to the approval of the Recreation and Park Commission in accordance with Section 7.1 of the proposed Lease, as shown in Attachment II.

MEDA would be required to clean and maintain the two existing Clubhouse restrooms. Section 9.3 of the proposed Lease (See Attachment II) contains all of the requirements for cleaning and maintenance of the two existing restrooms in the Clubhouse, all of which are to be paid entirely by MEDA.

Comments:

1. Attachment III, provided by RPD, is a memorandum explaining (a) the purpose of the lease, (b) the benefits to the City, and (c) the reasons why the City should award this lease without the use of competitive bidding procedures. RPD states "We have not bid this lease because, it is part of an innovative, community-based solution to make Dolores Park a safer place.

2. Ms. Fong reports that one RPD Janitor is currently responsible for cleaning the two existing restrooms at the Clubhouse. According to Ms. Fong, although under this proposed lease, MEDA would be responsible for cleaning these restrooms, the RPD Janitor position cannot be eliminated because City staff presently spends only approximately one hour per day cleaning the two restrooms. According to Ms. Fong, City staff efforts would be redirected to other areas of the Clubhouse, which need increased cleaning services.

3. The cafe operating hours would be from 8:00 a.m. to 6:00 p.m., at a minimum, with the exceptions of New Years Day, Thanksgiving, and Christmas, according to the lease. According to the lease, MEDA would be required to keep the grounds within a 100 foot radius of the cafe free and clear of all litter, at all times the café is open for business.

4. The Department of City Planning (DCP), in a letter dated December 15, 1997, found that the proposed lease by the City is in conformity with the City's General Plan, and with the Eight Priority Policies of Section 101.1 of the City Planning Code, and that the lease is categorically exempt from Environmental Review. However, that DCP letter refers to a lease of up to 1,000 square feet, and not of up to 1,500 square feet as provided for under the proposed lease. The Department of City Planning letter states:

The proposal is to lease up to 1,000 square feet to a café concessionaire, as shown on the attached site plan. The lessee would construct an addition on the East side of the existing clubhouse [which is located in the central part of Dolores Park]. The addition would not exceed 250 square feet and one story in height. The

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lessee would also construct a terrace of up to 750 square feet adjacent to the café to provide outdoor seating for café patrons.

Subsequent to DCP's foregoing initial General Plan and City Planning Code findings, Mr. Gerald Green, the City's Director of Planning, issued revised findings (see Attachment IV) stating that a lease of 1,500 square feet [rather than 1,000 square feet] at the Mission Dolores Park site, including a café concession structure not to exceed 750 square feet [rather than 250 square feet], and with the remaining square footage, up to a total of 1,500 square feet, developed as outdoor terrace seating with tables and chairs, would be consistent with the City's General Plan and the Eight Priority Policies of Section 101.1 of the City Planning Code, and that the lease would still be categorically exempt from Environmental Review.

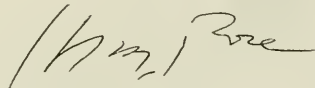
5. According to Mr. Steve Hoppe of DRE, the revised DCP findings do not require an amendment to the proposed lease. Mr. Hoppe states that as specified in the proposed lease, the Recreation and Park Commission is required to approve the final construction plans submitted by MEDA, and that the Recreation and Park Commission would be bound by the space limitations included in the revised DCP findings.

6. According to Mr. Hoppe, the estimated fair market rental value of the proposed lease space (estimated without conducting a formal rental survey) is \$1.00 per square foot per month, or \$1,500 per month resulting in an annual fair market value of \$18,000. According to Ms. Fong, when considering the percentage of annual gross receipts to be paid to the City, RPD estimates that MEDA would pay the City within a range of \$20,580 for the first year of the lease to \$30,977 for the fifth year of the lease if MEDA operates the café. If MEDA contracts out the operation of the cafe, Ms. Fong estimates that MEDA would pay the City within a range of \$100 in the first year, since revenues are expected to be less than \$350,000 in the first year, to \$6,577 for the fifth year, in addition to \$1.00 per year. Thus the rental payments, as estimated by the RPD, from MEDA to the City, could be more than or less than the \$18,000 fair market value rent as estimated by the Department of Real Estate, depending on whether

MEDA itself operates the cafe. However, since there is no prior actual experience from operating this cafe in Dolores Park, the actual rental payments to the City are uncertain.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors, particularly since the proposed lessee, the Mission Economic Development Corporation, would only be charged a rental amount of \$1.00 per year plus a percentage of gross receipts to operate a cafe at Mission Dolores Park. Although according to RPD estimates, the total estimated annual rent to be paid by MEDA to the City could be more than or less than the fair market value rental of \$18,000 annually, as estimated by the Department of Real Estate, there is no previous experience in operating the cafe at Mission Dolores Park. Therefore, the actual rental payments to be made by MEDA to the City are uncertain.



Harvey M. Rose

cc: Supervisor Teng
President Kaufman
Supervisor Newsom
Supervisor Ammiano
Supervisor Bierman
Supervisor Brown
Supervisor Katz
Supervisor Medina
Supervisor Yaki
Supervisor Yee
Clerk of the Board
Controller
Gail Feldman
Matthew Hymel
Stephen Kawa
Ted Lakey

MISSION DELORES PARK

Map Not To Scale — For Reference Only

EXHIBIT A.1

SITE PLAN

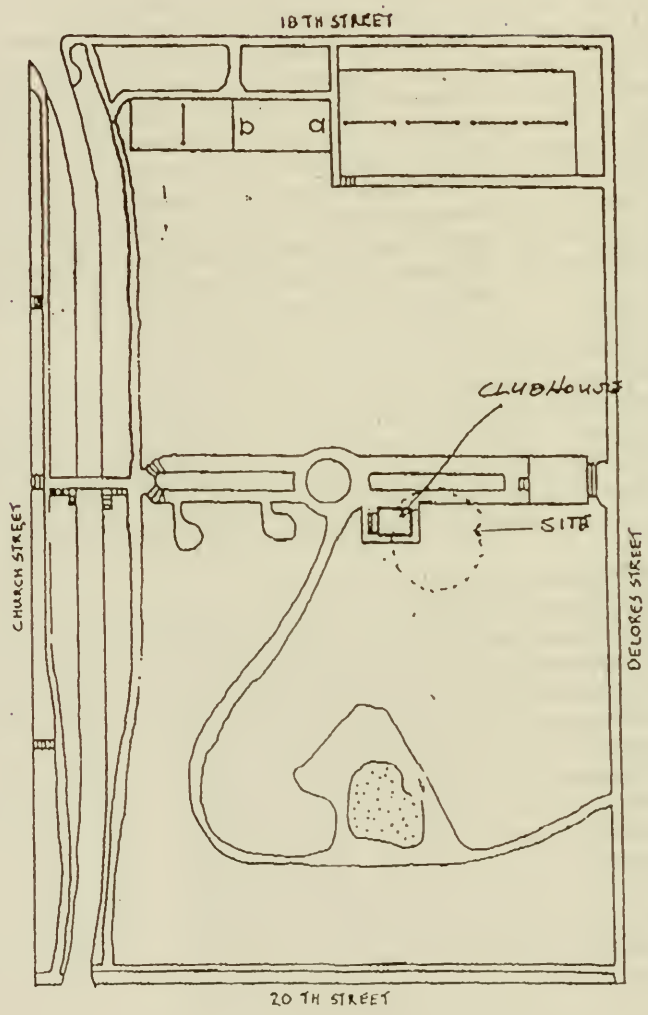
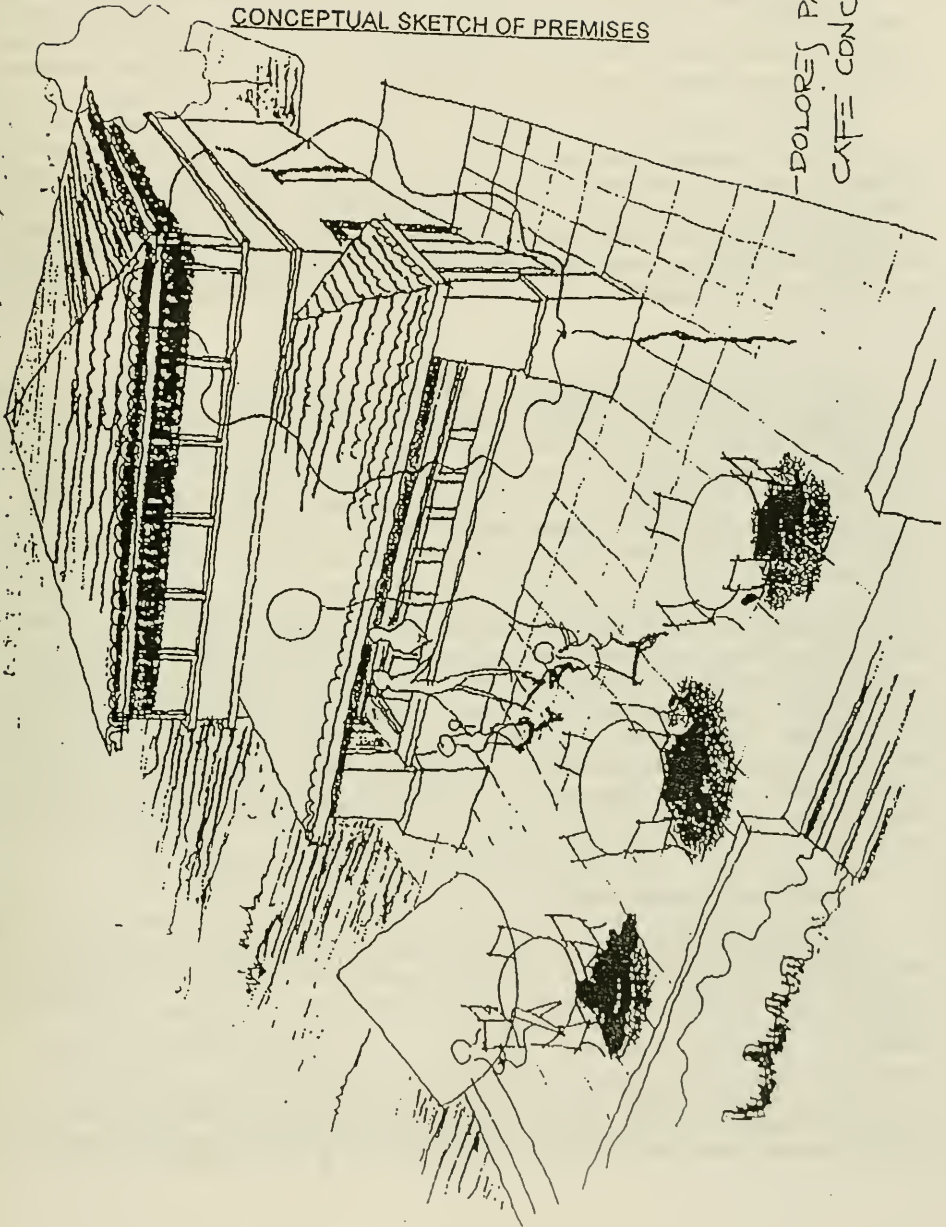


EXHIBIT A.2

CONCEPTUAL SKETCH OF PREMISES

-DOLORES PARK
CAFE CONCEPT



6.5. Covenant Against Competition. Neither Tenant, nor any individual, firm, or corporation that controls Tenant or is controlled by Tenant or is affiliated with Tenant, shall own, operate, or become financially interested in a business similar to the one conducted by Tenant on the Premises within one (1) city block in any direction from the Premises without the express written prior consent of the Commission.

6.6. No Illegal Uses or Nuisances. Without limiting the foregoing, Tenant shall not use, occupy, or permit the use or occupancy of, the Premises in any unlawful manner or for any illegal purpose, or permit to be carried on any offensive, immoral, noisy or hazardous use. Tenant shall take all precautions to eliminate any nuisances, or hazards relating to its activities on or about the Premises. Tenant shall not conduct any business, place any sales display, or advertise in any manner in areas of the Park other than the Premises without prior express written permission of City.

7. Tenant Improvements.

7.1. Tenant Improvements. Before commencement of the tenant improvements on the Premises ("Tenant Improvements"), Tenant shall provide, at its cost, detailed plans and specifications (the "Plans") for approval by the Commission. Tenant shall be responsible, at its cost, for performing the Tenant Improvements in accordance with the approved Plans and the standards contained in Section 8.1, Tenant's Alterations, below. Tenant shall further be responsible, at its cost, for obtaining all permits and licenses required in connection with the Tenant Improvements. No Tenant Improvements shall commence on the Premises unless and until this Lease is approved by the City's Board of Supervisors and Mayor as further provided herein and is fully executed. Tenant shall not make any material change to the approved Plans or consent to any change order during the course of construction without first obtaining City's written approval. Upon completion of the Tenant Improvements, Tenant shall furnish City with a copy of the final as-built plans and specifications. No approval by City or any of its Agents of the Plans, any changes thereto or of any Tenant Improvements for purposes of this Lease shall be deemed to constitute approval of any federal, state or local regulatory authority with jurisdiction over the Premises or Tenant's use hereunder, and nothing herein shall limit Tenant's obligation to obtain all such regulatory approvals at Tenant's sole cost.

8. Alterations to the Premises.

8.1. Tenant's Alterations. Tenant shall not make or permit any alterations to the Premises, the Building or to the heating, ventilating, air conditioning, plumbing, electrical, fire protection, life safety, security and other mechanical, electrical, communications systems of the Building ("Building Systems"), and shall not make or permit any alterations, installations, additions or improvements, including without limitation the Tenant Improvements, structural or otherwise (collectively, "Alterations"), in, to or about the Premises, except in accordance with plans and specifications approved in writing by the Commission. All Alterations shall be done at Tenant's expense in accordance with the Plans as approved by City, only by duly licensed and

bonded contractors or mechanics approved by City, in a good and professional manner, in strict compliance with all Laws, and subject to any conditions that City may reasonably impose. With respect to any Alterations which would be visible from the exterior of the Building, City may require Tenant, at Tenant's expense, to obtain the prior written approval of City's Art Commission. In no event shall the construction, installation or making of any such Alterations impair the use or operation of the Building or any other City-owned property other than the Premises. Prior to the commencement of any work on the Premises to construct or make any permitted Alterations, Tenant, at its sole expense, shall procure all required permits and approvals and shall promptly upon receipt deliver copies of all such documents to City. No material change from the Plans approved by City may be made without City's prior consent. City and its Agents shall have the right to inspect the course of such construction at all times. Upon completion of such Alterations, Tenant shall furnish City with a complete set of final as-built Plans.

8.2. Title to Alterations and Tenant Improvements. Except for Tenant's Personal Property (as described in the next section), or as may be specifically provided to the contrary in the approved Plans, all appurtenances, fixtures, improvements, equipment, additions, and other property attached or affixed to or installed in the Premises at the Commencement Date or during the Term, including, without limitation, the Tenant improvements and any Alterations, shall be and remain City's property. Tenant may not remove any such property at any time during or after the Term unless City so requests as further provided in Section 24, Surrender of Premises, below.

8.3. Tenant's Personal Property. All furniture, trade fixtures, office and kitchen equipment and sections of movable personal property, installed in the Premises by or for the account of Tenant, without expense to City, and that can be removed without structural or other damage to the Premises (collectively, "Tenant's Personal Property") shall be and remain Tenant's property. Tenant may remove Tenant's Personal Property at any time during the Term, subject to the provisions of Section 24, Surrender of Premises, below. Tenant shall pay any taxes or other impositions levied or assessed upon Tenant's Personal Property, at least ten (10) days before delinquency, and shall deliver satisfactory evidence of such payment to City upon request.

8.4. City's Alterations of the Building and Building Systems. City reserves the right at any time to make any additional alterations, additions, repairs, deletions or other improvements to the Park or any part of the Building or the Building Systems, provided that any such alterations, improvements, or additions shall not materially adversely affect the functional utilization of the Premises for purposes of food and beverage sales.

9. Repairs and Maintenance.

9.1. City's Repairs. City shall repair and maintain the structural portions of the Building, including the Building Systems, provided, however, Tenant shall reimburse City for any damage, excluding normal wear and tear, caused by any act or omission of

Tenant, its Agents or Invitees (as such terms are defined in Section 28.5, Parties and their Agents, below). For the purpose of making any such repairs, City may use structures in the Premises where reasonably required by the character of the work to be performed, provided that such work shall not block the main entrance to the Premises nor unreasonably interfere with Tenant's business. Tenant waives any claim for damages for any injury or inconvenience to or interference with Tenant's business, any loss of occupancy or quiet enjoyment of the Premises or any other loss occasioned thereby.

9.2. Tenant's Repairs. Tenant shall maintain, at its sole expense, the Premises (including without limitation, the roof, walls, floors, decks, plumbing, electrical wiring, fixtures and equipment) in good repair and working order and in a clean, secure, safe and sanitary condition. Tenant shall promptly make all repairs and replacements: (a) at its sole expense, (b) by licensed contractors or qualified mechanics approved by City, (c) so that the same shall be at least equal in quality, value and utility to the original work or installation, (d) in a manner and using equipment and materials that will not interfere with or impair the operations, use or occupation of the Building or the Building Systems, and (e) in accordance with any applicable Rules and Regulations (as defined in Section 27, Rules and Regulations) and all applicable laws, rules and regulations. Tenant hereby waives all rights to make repairs at City's expense under Sections 1941 and 1942 of the California Civil Code or under any similar law, statute or ordinance now or hereafter in effect. Tenant shall also remove or cover all graffiti from the exterior walls of the Premises within twenty-four (24) hours of its generation.

9.3. Restroom Maintenance. Notwithstanding any provision of this Lease to the contrary, Tenant's obligation to repair, maintain, or improve the restrooms is limited to the following: (a) Tenant, at its sole expense, shall make all improvements to the restrooms required under all laws relating to disabled accessibility, including without limitation the Americans with Disabilities Act, 42 U.S.C.A. Sections 12101 et seq., (collectively, "Disabled Access Laws"), and (b) Tenant, at its sole expense, shall maintain the restrooms in a clean and safe condition, including keeping the interior walls of the restrooms free of graffiti. Tenant may make additional improvements or modifications to the restrooms subject to the written approval of the RecPark. Tenant shall cause the restrooms in the Clubhouse to be open to the general public at all times the Café is open for business. Tenant may require admittance to restrooms to be through the Café, or control access to the restrooms in a manner acceptable to the General Manager of RecPark. Access to restrooms after normal Café operating hours shall be by arrangement through Tenant. Tenant shall have no responsibilities for maintaining or providing a path of travel from the street to the Premises for disabled persons. City shall have full responsibility for such path of travel.

10. Liens and Encumbrances.

10.1. Liens. Tenant shall keep the Premises free from any liens arising out of any work performed, material furnished or obligations incurred by or for Tenant or other Café Operator. In the event Tenant does not, within ten (10) days following the

City and County of San Francisco

Recreation and Park Department



FACSIMILE MESSAGE HEADER

DATE: March 18, 1998

TO: Budget Analyst 415-399-1064
Attention: Stan Jones

FROM: Jaci Fong *JF*
Recreation & Park Dept
501 Stanyan Street
San Francisco, CA 94117
Telephone: (415) 831-2759
FAX: (415) 831-2099

The following should address your concerns regarding the proposed MEDA lease:

1. Number of square feet of the clubhouse.

Approximately 1750 sq. ft.

2. Estimated cost of café and terrace.

\$150,000 to \$175,000 which will be funded by MEDA

3. Are improvements subject to approval by the Board.

No, just the Commission?

4. Purpose of lease, benefits to the City, reason for not going out to bid.

Crime and drug dealing have become a serious problem in the Park. So much so, that the Park has been declared "off-limits" to Mission High Students. The problem is so severe, that neighborhood residents have been discouraged from using the park. With budget cuts and limited staffing, it's been clear over the past few years that the Recreation and Park Department alone, cannot solve these problems. We have not bid this lease because, it is part of an innovative, community-based solution to make Dolores Park a safer place. The establishment of a café is part of a plan in progress between Dolores Park neighbors, local community organizers, MEDA and the Recreation and Park Department to make the Park a safer place. The intent is to establish a legitimate presence in the Park, in so doing, the presence and "eyes" of regular citizens will make the Park a safer place.

It is MEDA's intention to sublease the actual operation of the café to a third party operator. The operator will be chosen through a competitive bidding process. Upon selection, the sublease will be brought to the Recreation and Park Commission for approval.

5. Will the Department eliminate a position?

No. Presently, City staff spend approximately 1 hour per day cleaning the restrooms. Staff efforts can be redirected to other areas of the Clubhouse which they have previously been unable to service.

If this is not sufficient, I can be reached at 831-2759.

Thanks for both your patience and assistance.

MAR 19 '98 12:47PM SF PLANNING DEPT 4155586426

P.2

**PLANNING DEPARTMENT**

City and County of San Francisco 1660 Mission Street San Francisco, CA 94103-2414

(415) 558-6378

PLANNING COMMISSION
FAX: 558-6409ADMINISTRATION
FAX: 558-6426CURRENT PLANNING/ZONING
FAX: 558-6409LONG RANGE PLANNING
FAX: 558-6426

Mr. Anthony DeLucchi
Director of Property
Department of Real Estate
25 Van Ness Avenue, Suite 400
San Francisco, CA 94102

March 19, 1998

Re: Addenda to Case 97.712R
Dolores Park, AB 3586/1, AB 3899/1
Proposed Lease of up to 1,500 square
feet of park property for a cafe concession

Dear Mr. DeLucchi:

On March 17, 1998, the Planning Department was informed that the Recreation and Park Department has revised the cafe project at Dolores Park, considered in Case 97.712R.

In the revised project, the Recreation and Park Department would lease 1,500 square feet (rather than 1,000 square feet) of park property. The Department would permit a cafe concession in a structure not to exceed 750 square feet, (rather than 250 square feet), with the remainder of the leased area developed as outdoor terrace seating with tables and chairs.

By this letter, the Planning Department amends the General Plan Referral findings letter of Dec. 15, 1997 to reflect the revised proposal. A lease of 1,500 square feet of Dolores Park property, with construction of a cafe of up to 750 square feet and the remainder developed as outdoor terrace seating is in-conformity with the City's General Plan, for the reasons described in the December 15, 1997 findings letter. No other conditions in the earlier correspondence are changed by this addenda.

Sincerely,

Gerald G. Green
Director of Planning

cc: Case 97.712R docket
Mr. Ernie Prindle, Rec Park
Mr. Stan Jones, Budget Analyst

97.712r.doo

MINUTES
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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RESCHEDULED MEETING

WEDNESDAY, APRIL 8, 1998 - 2:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE
ROOM 410

MEMBERS: SUPERVISORS MABEL TENG, BARBARA KAUFMAN, GAVIN NEWSOM

ABSENT: None

CLERK: JONI BLANCHARD

Meeting Commenced: 2:05 p.m.

RESCHEDULED CALENDAR

1. File 98-0553. [Reserved Funds, Assessor's Office] Hearing to consider release of reserved funds, Assessor's Office (AB 818 State Loan Revenue, Ord. No. 231-96), in the amount of \$125,000 to fund the hiring of a Project Manager to oversee the installation of a new property tax automated system serving the Assessor, Tax Collector, and Controller; see File 98-0404. (Assessor's Office)

SPEAKERS: None.

ACTION: Release of \$125,000 approved. Filed.

2. File 98-0328. [Amendment to MOU, Jail Medical Technicians] Ordinance adopting and implementing Amendment Number 1 to the Memorandum of Understanding between the Service Employees International Union, AFL-CIO, Locals 790, 535 and 250 and the City and County of San Francisco "Y" rating the pay of 2517 Jail Medical Technicians who receive status to the classification of 2312 LVN on or before June 30, 1998 and providing for the placement of such employees at step 5 of the 2312 LVN salary schedule effective July 1, 1998. (Department of Human Resources)

SPEAKER: Harvey Rose, Budget Analyst.

ACTION: Hearing held. Recommended.

3. File 98-0317. [Parking Rates, City-Owned Parking Facilities] Resolution approving new parking garage rates for City-owned parking facilities. (Department of Parking & Traffic)

SPEAKER: Ron Szeto, Department of Parking & Traffic - support.

ACTION: Hearing held. Amendment of the Whole (with same title) adopted. Recommended as amended.

4. File 98-0482. [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$1,836,338, Department of Parking and Traffic, from General Fund Reserve to fund forty-eight (48) Parking Control Officers, vehicles, equipment, materials, and contractual services for fiscal year 1997-98; companion measure to File 98-0483. RO #97228. (Supervisors Teng, Kaufman, Newsom)

SPEAKERS: Harvey Rose, Budget Analyst; Robert Chan for Supervisor Ammiano - suggested electric or compressed natural gas vehicles as alternatives; Stuart Sunshine - Director, Department of Parking & Traffic - support; Julia Dawson, Dept. of Parking & Traffic - support; Bob Planthold, former co-chair of S.F. Traffic Safety Committee - support.

NOTE: Supervisors Teng, Kaufman & Newsom replace Controller as sponsor.

ACTION: Hearing held. Amended on page 1, lines 1, 9 and 25 to replace "\$1,836,338" with "\$1,809,941"; amended on page 1, line 13 to replace "245,096" with "\$223,808"; amended on page 1, line 17 to replace "\$64,798" with "\$59,689". (See new title). Recommended as amended.

New Title: [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$1,809,941, Department of Parking and Traffic, from General Fund Reserve to fund forty-eight (48) Parking Control Officers, vehicles, equipment, materials, and contractual services for fiscal year 1997-98; companion measure to File 98-0483. RO #97228. (Controller)

5. File 98-0483. [Salary Ord. Amendment, Dept. of Parking & Traffic] Ordinance amending Ordinance No. 307-97 (Annual Salary Ordinance, 1997/98), Department of Parking and Traffic, reflecting the creation of forty-eight (48) new positions, (Class 8214 Parking Control Officer and Class 8216 Senior Parking Control Officer); companion measure to File 98-0482. (Supervisors Teng, Kaufman, Newsom)

SPEAKERS: Harvey Rose, Budget Analyst; Robert Chan for Supervisor Ammiano - suggested electric or compressed natural gas vehicles as alternatives; Stuart Sunshine - Director, Department of Parking & Traffic - support; Julia Dawson, Dept. of Parking & Traffic - support; Bob Planthold, former co-chair of S.F. Traffic Safety Committee - support.

NOTE: Supervisors Teng, Kaufman & Newsom replace Dept. of Human Resources as sponsor.

ACTION: Hearing held. Recommended.

6. File 98-0487. [Appropriation, Dept. of Parking and Traffic] Ordinance appropriating \$323,484, Department of Parking and Traffic, from Gasoline Tax Fund to extend and expand the Red Light Photo Enforcement Project for fiscal year 1997-98. RO #97227. (Supervisors Teng, Kaufman & Newsom)

SPEAKERS: Harvey Rose, Budget Analyst; Ted Lakey, Deputy City Attorney - provided information; Stuart Sunshine, Director, Dept. of Parking & Traffic - support; Jack Fleck, Dept. of Parking & Traffic - support; Bob Planthold, former co-chair of S.F. Traffic Safety Committee - support.

NOTE: Supervisors Teng, Kaufman & Newsom replace Dept. of Human Resources as sponsor.

ACTION: Hearing held. Recommended.

7. File 98-0365. [Portsmouth Square Parking Garage Lease] Resolution approving insertion into the Board's file (File No. 47-96-3), of a corrected second amendment to the Portsmouth Square Public Parking Lease between the City and County of San Francisco and the San Francisco Portsmouth Plaza Parking Corporation, which provides for quarterly rather than the annual payments of rent and strengthens the City's termination rights under the lease; also see Files 47-96-3.1 and 49-96-1. (Recreation and Park Department)

SPEAKERS: Harvey Rose, Budget Analyst - support; Jaci Fong, Recreation & Park Dept.- support.

ACTION: Hearing held. Recommended.

8. File 98-0506. [Appropriation, Juvenile Probation Department] Ordinance appropriating \$2,638,924, Juvenile Probation Department, of Federal Temporary Assistance to Needy Families (TANF) for salaries, fringe benefits, professional and contractual services, equipment, services of other departments (Adult Probation) and for the creation of nine (9) community based probation officer positions for fiscal year 1997-98, to provide counseling, home-based supervision, and other services for juveniles; companion measure to File 98-0507. RO #97230. (Controller)

SPEAKERS: Harvey Rose, Budget Analyst; Jesse Williams, Chief Probation Officer, Juvenile Probation Department - support.

ACTION: Hearing held. Recommended.

9. File 98-0507. [Salary Ordinance Amendment, Juvenile Probation] Ordinance amending Ordinance No. 307-97 (Annual Salary Ordinance, 1997/98), Juvenile Probation Department, reflecting the creation of nine (9) new positions (Class 8444 Deputy Probation Officer); companion measure to File 98-0506. (Department of Human Resources)

SPEAKERS: Harvey Rose, Budget Analyst; Jesse Williams, Chief Probation Officer, Juvenile Probation Department - support.

ACTION: Hearing held. Recommended.

10. File 98-0259. [Public Pay Telephone Revenues] Ordinance amending Public Works Code Section 957 to increase the amount of revenues from pay telephones on public sidewalks paid to the City and County of San Francisco. (Supervisor Newsom)

SPEAKERS: Harvey Rose, Budget Analyst - support; Tom Trimbur, Department of Public Works - support; Denise Brady, Department of Public Works - support; Martin Mattes, Public Payphone Association - neither.

ACTION: Hearing held. Recommended.

VOTE ON ALL ITEMS WAS 3 - 0.

Meeting Adjourned: 3:10 p.m.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

April 3, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of*

SUBJECT: April 8, 1998 Finance Committee Meeting

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Item 1 - File 98-553

Department: Office of the Assessor-Recorder

Item: Hearing to consider the release of reserve funding in the amount of \$125,000 to be used for Contractual Project Management Services for the implementation of the City's Integrated Property Assessor-Controller-Tax Collector System, INPACT.

Amount: \$125,000

Source of Funds: Previously appropriated and reserved funds

Description: In June of 1996, the Board of Supervisors approved File 101-95-84, in which \$300,000 was appropriated to the Assessor's Office to fund a Project Management contract for the implementation of the City's Integrated Property Assessor-Controller-Tax Collector system (INPACT), which will enhance and streamline Property Tax collections. Of this \$300,000 appropriated for contract Project Management, \$150,000 was placed on reserve pending the selection of a consultant under the City's Request for Proposal process.

In November of 1996, a two year contract was awarded to Integrated Business Solutions to serve as the Project Manager. The contract with Integrated Business Solutions (IBS) covered the two year period from November 1, 1996 through October 31, 1998. The original allocation of \$150,000 was expended in the first year of the contract, November 1, 1996 through October 31, 1997. According to Ms. Tommie Whitlow of the Office of the Assessor-Recorder, IBS continued to serve as Project Manager from November 1, 1997 through December 31, 1997 without pay.

In December of 1997, IBS and the Assessor's Office mutually agreed that IBS would resign and the contract was terminated. IBS was still owed for their Contractual Project Management Services for two months, November and December of 1997, at a rate of \$12,500 per month for a total of \$25,000. At the March 18, 1998 Finance Committee meeting, the Finance Committee released \$25,000 to pay IBS and continued to reserve the remaining \$125,000 pending selection of a new Project Management contractor, and a determination of the costs needed for the new contract.

The subject request for release of reserve in the amount of \$125,000 would fund a contract with Mr. James H. Tapscott, selected by the Assessor-Recorder's Office to be the new Project Manager. The Assessor-Recorder's Office intends to award a contract to Mr. Tapscott for one year at a cost of \$160,160. According to Mr. Verne Walton of the Assessor-Recorder's Office, the remaining \$35,160 (\$160,160 total cost less \$125,000 from this request) should be funded by remaining monies previously allocated to the INPACT budget.

Budget:

Project Management Contractual Services of \$13,347 per month for 12 months, for a total of \$160,160, including \$125,000 from this subject request.

Comment:

1. According to Mr. Walton, the INPACT System will serve the Office of the Assessor-Recorder, the Tax Collector's Office and the Controller's Office by providing interface with 20 other City departments, thereby enhancing and streamlining Property Tax collections. Mr.

BOARD OF SUPERVISORS
BUDGET ANALYST

Walton reports that upon implementation of INPACT, the Assessor, Controller, and Tax Collector will have improved capability to administer and collect Property Taxes.

2. The Project Management services include monitoring the vendor contract with Easy Access, Inc., from whom the City purchased the INPACT computer system, as well as working with the Department of Telecommunication and Information Services (DTIS) to insure proper integration of the system between the three primary users – the Offices of the Assessor-Recorder, Tax Collector, and Controller – and serving as a liaison to the 23 other City departments that will be integrated into the INPACT computer system. A list of the 23 Departments is shown in the Attachment to this report.

3. According to Mr. Walton, the estimated date for completion of the implementation of the INPACT System is February of 1999.

4. Mr. Walton reports that Mr. Tapscott was selected to serve as the new Project Manager for the implementation of the INPACT system after the Assessor-Recorder's Office and the Tax Collector's Office interviewed 12 candidates that were pre-selected as qualified by the Information Services Division of the Department of Telecommunications and Information Services.

Recommendation: Approve the requested release of reserve.



City and County of San Francisco
Office of the Assessor-Recorder

Doris M. Ward
Assessor-Recorder

March 13, 1998

**DEPARTMENTS WHICH INTERFACE WITH THE
ASSESSOR'S DATA BASE**

Assessment Appeals Board
Controller
Tax Collector
Finance
City Planning
Department of Building Inspections
General Hospital
Department of Public Health
DPW Clean Water
Police Department/Police Commission
Fire Department
PUC
Real Estate Department

Recreation Department
Superior court
Registrar of Voters
Housing Authority
Redevelopment
Sheriff
SFUSD Board of Ed. Tax District
Purchasing Department
Rent Board
District Attorney Family Support

Item 2 – File 98-328

Department: Department of Human Resources (DHR)
Department of Public Health (DPH)

Item: Ordinance adopting and implementing Amendment Number 1 to the Memorandum of Understanding between the Service Employees International Union, AFL-CIO, Locals 790, 535, and 250 and the City and County of San Francisco effective July 1, 1998 through the June 30, 2000.

Description: In June of 1997, the Board of Supervisors approved legislation ratifying the Memorandum of Understanding (MOU) between the City and the Service Employees International Union (SEIU), American Federation of Labor-Congress of Industrial Organization (AFL-CIO) Locals 790, 535, and 250 for the three year period July 1, 1997 through June 30, 2000. The MOU covers a total of approximately 9,800 employees.

The proposed Amendment to the MOU between the City and the SEIU provides that all incumbent 2517 Jail Medical Technicians, employed by the DPH, shall become 2312 Licensed Vocation Nurses as of July 1, 1998. There are currently six employees in the 2517 Jail Medical Technician classification, and all six are paid at Step 5 at an annual salary of \$51,417. Their salaries would remain at the same \$51,417, based on Step 5 of the 2312 Licensed Vocational Nurse position.

According to Ms. Alice Villagomez of the DHR, the proposed Amendment would formalize the agreement between the City and the SEIU for phasing out the 2517 Jail Medical Technician classification.

Memo to Finance Committee
April 8, 1998 Finance Committee Meeting

Comments:

1. A comparison of the current pay rates for the subject classifications at Step 1 and Step 5 is as follows:

<u>Class</u>	<u>Title</u>	Biweekly Annual Salary at <u>Step 1</u>	Biweekly- Annual Salary at <u>Step 5</u>
2517	Jail Medical Technician	\$1,622- 42,334	\$1,970- 51,417
2312	Licensed Vocational Nurse	\$1,463- 38,184	\$1,773- 46,275

2. As noted in the table above, the Jail Medical Technician position to be abolished presently has an annual salary at the top step of \$51,417 or \$5,142 more than the annual salary of \$46,275 for the 2312 Licensed Vocational Nurse, the position to be used instead of the Jail Medical Technician position. However, as noted above, Ms. Villagomez reports that the proposed Amendment to convert the six incumbent 2517 Jail Medical Technicians to the 2312 Licensed Vocational Nurse positions will not result in any incumbents receiving a lower rate of pay.

3. Ms. Villagomez points out that the proposed Amendment will result in future salary savings because by eliminating the 2517 Jail Medical Technician classification, all new hires for the 2312 Licensed Vocational Nurse positions will have a lower salary schedule than the 2517 Jail Medical Technician classification.

4. Ms. Villagomez reports that the proposed Amendment No. 1 to the existing MOU would also require that all non-registered nurse positions assigned to the jails be Licensed Vocational Nurses in order that such assignments be uniform and consistent with comparable positions within the Department of Public Health.

5. This subject Amendment to a previously approved MOU has been agreed to by the SEIU.

Recommendation:

Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 – File 98-317

Department: Department of Parking and Traffic (DPT)
Parking Authority

Item: Resolution approving revised parking rates for two City-owned parking facilities, (a) the Pierce Street Garage (between Chestnut and Lombard Streets) and (b) the California and Steiner Lot.

Description: The Parking and Traffic Commission has oversight responsibility for City-owned parking facilities. This responsibility includes reviewing the parking rates charged at City-owned parking facilities and making recommendations to the Board of Supervisors for changes in parking rates.

The Pierce Street Garage has 116 total spaces. The California and Steiner Lot has 54 total spaces, 4 of which are designated for motorcycles.

Attachment I prepared by Mr. Ronald Szeto of the Parking Authority explains the basis of the parking rates at the two subject facilities. Mr. Szeto reports that, in accordance with the City's Administrative Code Sections 17.14, the Parking and Traffic Commission can approve new rates at City parking facilities on a trial basis for up to 180 days. The proposed rates were approved on a 180-day trial basis by the Parking and Traffic Commission on November 18, 1997 and will extend to May 18, 1998. Approval of the proposed resolution would permanently implement the 180-day trial parking rates established by the Commission.

Comments: 1. The 180-day trial parking rates, which would become permanent under this legislation, at the Pierce Street Garage and the California and Steiner Lot, are shown in Attachment II prepared by Mr. Szeto.

Mr. Szeto estimates that the parking rates at the Pierce Street Garage will not increase annual revenues beyond the \$144,000 that the facility realized between July 1, 1996 and June 30, 1997 because parking patterns were different than anticipated and did not generate additional

revenue under the 180-day trial rates. Mr. Szeto also states that making the 180-day trial rates permanent is required to prevent a decrease in revenues.

Mr. Szeto estimates that the parking rates at the California and Steiner Lot will increase annual revenues by \$14,500 from the \$33,000 generated between July 1, 1996 and June 30, 1997 to \$47,500.

2. Mr. Szeto reports that motorcycle rates at the California and Steiner Lot were increased for the 180-day trial period because the Parking Authority considered the \$.05 per hour rate too low and that the proposed increased rate of \$.25 per hour, which is one-half the automobile rate of \$.50 per hour, is more reasonable.

3. Mr. Szeto advises that the Parking Authority is promoting better customer service for persons parking at neighborhood metered lots and garages by extending the hours of operation at the California and Steiner Lot by one additional hour from 9:00 p.m. to 10:00 p.m. from Monday through Saturday. Mr. Szeto also states that customer service has been further enhanced by the installation of electronic parking meters which accept nickels, dimes and quarters at each parking space in the Pierce Street Garage, thereby allowing patrons to pay at their vehicles rather than at the previously used multi-space machine located in the front of the parking garage. The electronic meters were installed in January of 1998.

Recommendation: Approval of the proposed resolution is a policy decision for the Board of Supervisors.



CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVENUE, SUITE 410
CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA 94102
554-PARK

WILLIE LEWIS BROWN, JR., MAYOR
CITY AND COUNTY OF SAN FRANCISCO

March 16, 1998

To: Matt Snyderman
Analyst
Budget Analyst

From: Ronald Szeto *Ronald Szeto*
Deputy Director, Parking Authority
Department of Parking and Traffic

RE: File Number 98-317

The purpose of this memorandum is to respond to your questions this afternoon. You asked for the our methodology and assumptions for our proposed rate increases and the fiscal impact resulting from these rate increases.

California and Steiner Lot

The intent of the rate changes at California and Steiner Lot is to improve customer service by extending the closing hours of operation extended from 6:00pm to 10:00pm. The additional hours of operation results in more turn over of spaces after 6:00pm, thus more readily available spaces for the immediate community.

I assumed that the usage of the parking lot remains fairly constant with peaks during mid-days and evenings. The meters increase operating hours from 9 hour/day to 13 hours/day (resulting in 1.44 ratio in hours of collection). I multiplied this ratio with the previous revenue of \$33,000 to obtain the projected revenue of \$47,500 (an increase of \$14,500 per 12-month period). I assumed that the increase revenues from motorcycle and evening parking were negligible.

Pierce Street Garage

The intent of the rate changes at this garage is to improve customer service and to generate additional revenue. Although both multi-space meter machines and electronic meters accepts nickles, dimes and quarters, customer prefer individually metered spaces over a multi-space machine because they are able to deposit the coins at an adjacent meter instead of the multi-space machines at the front of the garage.

I initially projected an increase of \$34,000 annually comprised of an increase of \$23,000 due to the change in night rates (111 spaces x 2 days, Friday and Saturday, x \$2.00/space

$\times 52 \text{ weeks} = \$23,000/\text{year}$) and \$11,000 due to the change in the all day rate (24 spaces \times \$2.00/space \times 5 days, Monday through Friday, $\times 52 \text{ weeks} = \$11,000/\text{year}$), however, this projection never materialize. Initially, I assume that all day and night customers were parking for the duration of the limit (9 hours for all day and 4 hours for night).

Since the initial projections were met, I am making the following assumptions:

- 1) Since the all day rate is incremental, customers are depositing less than 9 hours worth of coins and if they did deposit full value and they did leave the parking space early, the next customer benefited from the remaining time on the meters.
- 2) As for the analysis for the night rate, I initially assumed that the City received only \$2.00/space/night. Now, I assume that the City was already receiving \$4.00 for 4 hours (\$2.00/space/customer \times 2 customers staying 2 hours each). Therefore, the increase in rates did not substantially increase revenues.

Please give me a call at 554-9830 if you have any questions.

File 98-317
Hours of Operation and Rates
California and Steiner Lot

	Previous	180-Day Trial
Hours of Operation Mondays-Saturdays	9:00 a.m. – 9:00 p.m.	9:00 a.m. – 10:00 p.m.
Rates:		
Automobiles	\$0.50/hour (2 hour maximum time limit)	\$0.50/hour (2 hour maximum time limit)
Motorcycles	\$0.05/hour (10 hour maximum time limit)	\$0.25/hour (10 hour maximum time limit)

Pierce Street Garage

	Previous	180-Day Trial
Hours of Operation Mondays-Sundays	9:00 a.m. – 10:00 p.m.	9:00 a.m. – 10:00 p.m.
Rates:		
Automobile Hourly Spaces Mondays-Sundays (9:00 a.m. – 6:00 p.m.)	\$0.50/hour (2 hour maximum time limit)	\$0.50/hour (2 hour maximum time limit)
Mondays-Sundays (6:00 p.m. – 10:00 p.m.)	\$1.00 for first hour, \$1.00 for additional 3 hours (no time limit)	\$1.00/hour (no time limit)
Automobile All-Day Spaces Mondays-Fridays (9:00 a.m. – 6:00 p.m.)	\$3.00 all day until 6:00 p.m.	\$0.50/hour (no time limit)

Items 4 and 5 – Files 98-482 and 98-483

Department: Department of Parking and Traffic (DPT)

Item: Item 4, File 98-482: Ordinance appropriating \$1,836,338 to fund 48 new Parking Control Officers, vehicles, equipment, materials and contractual services at the DPT.

Item 5, File 98-483: Ordinance amending the FY 1997-98 Annual Salary Ordinance to reflect the creation of 48 new positions in the DPT.

Amount: \$1,836,338

Source of Funds: General Fund Reserve

Description: According to Ms. Kathryn Hile of DPT, in order to respond to the Mayor's request to clear congestion on the streets and to assist MUNI in staying on schedule, DPT is requesting a supplemental appropriation, File 98-482, in the amount of \$1,836,338 to fund (a) the salary and fringe benefits for 48 new Parking Control Officers (PCOs) and the salary and fringe benefits for 17 existing but currently vacant PCOs, and one existing but currently vacant Clerk, which the Department has kept vacant in order to adhere to the required Attrition Savings as previously approved by the Board of Supervisors in the FY 1997-98 budget. According to Ms. Hile, the Mayor's Office believes that the services to be performed by these additional positions are essential to the success of the Mayor's Unclog the Streets Program. Approval of this request would result in a total of 66 additional positions, including 60 additional PCOs, five additional Senior PCOs and one Clerk (\$323,988), (b) the purchase of 65 new three-wheeled vehicles (\$1,318,525), and (c) the purchase of related equipment, including uniforms, mobile radios, and other materials, needed to support the additional staffing (\$193,825). The additional positions are to be deployed according to a plan developed by DPT that is intended to assist MUNI drivers to get to their bus stop destinations across the City without interference or obstructions and to quickly clear congestion on City streets.

File 98-483 would amend the FY 1997-98 Annual Salary Ordinance by creating 48 new positions as follows:

<u>Positions</u>	<u>Class</u>	<u>Title</u>	Step 1 Biweekly- <u>Annual</u>	Step 5 Biweekly- <u>Annual</u>
5	8216	Senior Parking Control Officer	\$1,377-\$35,940	\$1,661-\$43,352
<u>43</u>	8214	Parking Control Officer	\$1,157-\$30,198	\$1,391-\$36,305
48		Total		

The annual cost of the requested 48 new positions would range from \$1,832,985 at Step 1, including salaries of \$1,478,214 and fringe benefits of \$354,771, to \$2,204,565 at Step 5, including salaries of \$1,777,875 and fringe benefits of \$426,690.

In addition to the 48 new positions described above, the subject ordinance, File 98-482, would provide funding to fill 18 existing positions (17 PCOs and one Clerk in Classification 1404) that are currently being kept vacant by the DPT in order to achieve the required Attrition Savings as approved by the Board of Supervisors in the FY 1997-98 budget. This request for 48 new positions and the filling of 18 vacant positions would result in a total of 66 additional DPT employees. Attachment 1, provided by DPT, contains a list of all 66 positions (48 new and 18 existing) that would be funded, the anticipated actual salary step at which such positions would be appointed, and the total estimated annual personnel costs, including salaries and fringe benefits.

According to Ms. Hile, 60 of the 66 positions to be funded with this subject supplemental appropriation would be PCOs deployed according to the following Deployment Plan developed by DPT in order to clear congestion on City streets.

Muni-related Enforcement 20 FTE
 Riding buses in the most congested areas of the City during commute hours, citing drivers who park in bus zones or otherwise block traffic along bus routes. During

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BUDGET ANALYST

the remainder of their shifts, PCOs will be assigned to other related duties City-wide.

Tow Detail 10 FTE
Working as a special tow detail that will contact towing companies in order to have vehicles towed that are parked in bus or yellow zones.

Downtown Traffic Control 3.75 FTE
Performing downtown traffic control in the afternoon, keeping vehicles from blocking the busiest intersections and helping MUNI stay on schedule.

Neighborhood Complaints 12 FTE
Responding to neighborhood complaints regarding blocked driveways and other parking infractions. Currently, according to Ms. Hile, it can take PCOs as long as 90 minutes to respond to citizen calls about parking problems. By dedicating 12 FTE PCOs to this duty, DPT estimates that response time to neighborhood complaints would be reduced by 50 percent, from 90 minutes to 45 minutes.

Community Assignments 7 FTE
Patrolling specific neighborhoods and responding to special parking problems such as double parking, parking on the sidewalk, violating white and yellow zones, meter jamming, and traffic congestion. Each PCO will be dedicated to a neighborhood and will be able to respond to problems immediately.

Disabled Placard Detail 2 FTE
Investigating Disabled Placard abuse and seizing placards that are used inappropriately.

General Enforcement 5.25 FTE
Enforcing Residential Permit parking, ticketing for double parking, yellow zone abuse, and blocking driveways, and directing traffic as needed.

Total additional PCOs 60 FTE

The remaining six positions (66 additional positions funded by this subject supplemental appropriation less the 60 PCOs described above) would consist of five Senior Parking Control Officers to serve as supervisors to the PCOs, and one 1404 Clerk. Ms. Hile reports that DPT maintains a ratio of one supervisor for every 12 employees. Accordingly, five additional Senior Parking Control Officers, serving as supervisors, would be funded to supervise the 60 Parking Control Officers. The one additional Clerk would work in the DPT Citation Division to process the additional payments to be realized from pending citations, phone calls, and administrative reviews that will be generated by the increased number of citations issued.

According to Ms. Hile, in FY 1995-96 and FY 1996-97, general enforcement PCOs issued parking citations that generated annual revenues averaging \$170,000 per PCO. Attachment 2, provided by DPT, shows the total actual amount of citation revenue generated by PCOs in FY 1995-96 and FY 1996-97, and the estimated revenue to be realized in FY 1997-98, the number of PCOs in each of the three years, the average amount of revenue generated per PCO, and the average fine realized from the parking citations issued by the PCOs. As shown in Attachment 2, each of the PCOs generate average parking citation fine revenues of over \$170,000 per year.

Due to the proposed special assignments of the subject 60 PCOs, DPT believes the 60 PCOs will generate less revenue than the existing PCOs now generate. As shown in Attachment 3, provided by DPT, DPT estimates that the 60 PCOs will write 76,216 citations per year, with the average collected fine revenue of approximately \$37 from each citation, for approximately \$2,820,438 in total revenue to be realized, or \$47,007 from each of the 60 PCOs. Attachment 3 also lists the probable citations to be issued by the 60 additional PCOs funded by the subject supplemental appropriation, the average fine amounts for such citations, and the estimated collection rate for such citations in FY 1998-99.

DPT expects that the subject supplemental appropriation to fund 48 new and 18 existing PCOs will translate to an

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approximate 2 percent annual increase in citation issuance, from 2,200,000 to 2,276,216 and a corresponding estimated increase in annual revenues of \$2,820,438, based on an estimated collection rate of 70 percent, from \$48,300,000 to \$51,120,438. DPT estimates that the parking citations which the new PCOs will write are more likely to be protested because the fine amounts will generally be higher than for the parking violations that are currently issued on a routine basis. However, according to Ms. Hile, of the parking citations that are protested, 2.5 percent are dismissed, so DPT does not expect the increase in protests to materially effect the revenue generated by the 60 new PCOs.

As shown in Attachment 3, DPT estimates that each PCO will generate \$47,007 annually, or an estimated \$1,989 in excess of the annual salary and fringe benefit cost of a PCO, which is \$45,018 with fringe benefits at the top step based on FY 1997-98 salary data.

The subject supplemental appropriation, File 98-482, also provides funding for the purchase of 65 new three-wheeled vehicles for the PCOs, at a cost of \$20,285 each, for a total cost of \$1,318,525. According to Ms. Hile, each of the 60 additional PCOs and the five Senior PCOs requires a three-wheeled vehicle, including the 20 FTEs who will be riding on MUNI buses, because those PCOs only ride MUNI during commute hours, and are assigned to other duties, city-wide, during the remainder of their shift.

The subject supplemental appropriation, File 98-482, also provides funding for (1) the purchase of one new computer for \$2,800, to be used by the Clerk who would work in the DPT Citation Division to process the additional payments and administrative reviews that will be generated by the increased number of citations issued, (2) the purchase of 65 new mobile radios to be purchased through the Department of Electricity at a cost of \$1,085 each, for a total cost of \$70,525, to be used by the 65 additional PCOs and Senior PCOs to deploy officers already in the field and to provide the PCOs with access to the Police and other emergency services in order to protect their personal safety, (3) Professional data entry services in the

Memo to Finance Committee
April 8, 1998 Finance Committee Meeting

amount of \$9,997, which would be added to DPT's existing contract with Bank of America for data entry of the information on each parking citation, and (4) the purchase of 65 new uniforms for the PCOs and Senior PCOs at a cost of \$1,703 each, for a total cost of \$110,725.

Budget:

A summary budget for the requested \$1,836,338, for the period April 15, 1998 through June 30, 1998, is as follows:

\$245,096	Salaries
14,094	Premium Pay
64,798	Fringe
9,775	Professional Key punch Services
2,800	Computer
1,318,525	Vehicles
110,725	Uniforms
<u>70,525</u>	Radios - Services of Other Depts - Department of Electricity
\$1,836,338	Total

A detailed budget for the requested \$1,836,338 prepared by DPT is shown in Attachment 1 to this report.

Comments:

1. DPT plans to fill the 17 vacant PCO positions on May 4, 1998, and to stagger the remaining 43 PCOs' start dates in two-week intervals.
2. Although DPT projects that the ongoing costs of the additional 66 DPT positions will be funded entirely from parking citation fine revenue, this subject supplemental appropriation ordinance (File 98-482) is not funded by such fine revenues, but rather is funded entirely by the General Fund Reserve.
3. According to Mr. John Madden in the Controller's Office, because the primary function of the new PCOs is to direct traffic, rather than to issue parking citations as is the primary function of PCOs on regular routes, the revenue generated by the new PCOs is expected to be considerably less than the revenue generated by PCOs assigned to a regular route. However, Mr. Madden states that the Controller's Office expects that the revenue generated by the new PCOs will be sufficient to cover the costs of their salary and fringe benefits in FY 1998-99.

According to Mr. Madden, sufficient revenues will be certified by the Controller in the FY 1998-99 budget so that the additional positions would not require additional General Fund monies.

4. The funding request for the 66 additional positions was calculated using April 13, 1998 as the start date for the first 17 hires. However, the earliest date that DPT would be able to make new appointments is May 4, 1998. Therefore, funding for Permanent Salaries should be reduced by \$21,288 and funding for Fringe Benefits should be reduced by \$5,109, for a total reduction of \$26,397.

Recommendations:

1. In accordance with Comment No. 4 above, amend the proposed ordinance, File 98-482, to (a) reduce Permanent Salaries by \$21,288, from \$245,098 to \$223,810, and (b) reduce Fringe Benefits by \$5,109, from \$64,798 to \$59,689, for a total reduction in the proposed ordinance of \$26,397, for a net recommended amount of \$1,809,941.

2. Approval of the proposed supplemental appropriation ordinance (File 98-482) as amended, and approval of the proposed amendment to the FY 1997-98 Annual Salary Ordinance (File 98-483), are policy matters for the Board of Supervisors.

Department of Parking and Traffic
 Supplemental to Add 66 Parking Control Officers
 FY 1997-98

4/3/98 10:31

Expenditures	Step	Biweekly Rate	FTE 1st Year	FTE 2nd Year	First Year Total	Second Year Total
Permanent Salaries	8216 3	\$1,517	1.09	5	35,650	187,803
	8214 1	\$1,157	6.48	60	195,681	1,811,802
	1404 1	\$1,076	0.22	1	6,133	28,084
Sub-Total					245,098	2,037,914
Premium Pay					14,094	\$ 28,188
Sub-Total Salaries			7.79	66.00	\$ 259,190	\$ 2,066,102
Retirement	0.00%				-	-
FICA	7.65%				\$ 19,828	\$ 158,057
Unemployment	0.17%				\$ 441	\$ 3,512
Retirement Pick Up	7.50%				\$ 19,439	\$ 154,958
Health Pick Up	1,350				\$ 1,751	\$ 89,100
Health	2,110.05				\$ 16,434	\$ 130,265
Dental	886.58				\$ 6,905	\$ 58,514
Sub-Total Fringe					\$ 64,768	\$ 603,408
Sub-total Labor					\$ 323,988	\$ 2,669,609
	\$/Unit	No. Units				
Professional Services - Key punch	\$ 0.17	5,750/year/PCO			\$ 9,775	\$ 58,650
Materials and Supplies - Uniforms and accessories	\$ 1,703	65			\$ 110,725	\$ 32,500
Equipment - New vehicles	\$ 20,285	65			\$ 1,318,525	\$ -
Equipment - Computer	\$ 2,800	1			\$ 2,800	\$ -
Services to other Departments - Radios and microphones	\$ 1,085	65			\$ 70,525	\$ 13,000
Sub-total Operating					\$ 1,612,350	\$ 104,150
Total Appropriation					\$ 1,836,338	\$ 2,773,659

Deployment Plan

Assignment	Estimated hours/day	FTE
MUNI-related enforcement	160	20.00
Tow Detail	80	10.00
Downtown Traffic Control	30	3.75
Disabled Placard Detail	16	2.00
Neighborhood Complaints	96	12.00
Community Assignments	56	7.00
General Enforcement	42	5.25
Total	480	60.00

Attachment 2**Department of Parking and Traffic**

Citation Revenue Projections

4/2/98

	Actual FY 1995/96	Actual FY 1996/97	Projection FY 1997/98
Number of Citation Issued	2,274,656	2,346,721	2,219,474
General Fund Parking Fine Revenue	\$ 49,039,817	\$ 49,202,115	\$ 48,373,759
Average Revenue per Citation Collected	\$ 21.56	\$ 20.97	\$ 21.80
Number of Citations Written by DPT Officers	92%	92%	92%
Number of Parking Control Officers	265	261	261
Average Revenue per Officer	\$ 170,251	\$ 173,433	\$ 170,513

Department of Parking and Traffic
 Parking Control Officer Deployment
 Revenue Projection
 60 Parking Control Officers

Deployment	FTE	# Days Wkd/Year	Citations/ Day	Citations/ Year	Avg. Rev./ Citation	Types of Violations	Est. Yrly Revenue at 70% Collection
Muni-related Enforcement	20	230	4	18,400	\$100	Bus Zone, Double Parking	\$ 1,288,000
Tow Detail	10	230	3	6,900	\$100	All yellow zone violations	\$ 483,000
Traffic Control	3.75	230	0.5	431	\$50	Gridlock citations	\$ 15,084
Neighborhood Complaints	12	230	8	22,080	\$27	All types of citations	\$ 417,312
Community Assignments	7	230	10	16,100	\$27	All types of citations	\$ 304,290
Disabled Placard	2	230	0.5	230	\$525	Disabled placard and meter violations	\$ 84,525
General Enforcement	5.25	230	10	12,075	\$27	All types of citations	\$ 228,218
Total	60		36	76,216			\$ 2,820,438
Revenue Per Parking Control Officer							\$ 47,007
Revenue Per Citation							\$ 37.01

Item 6 – File 98-487

Department: Department of Parking and Traffic (DPT)

Item: Ordinance appropriating \$323,484 from the Gasoline Tax Fund to extend and expand the Red Light Photo Enforcement Pilot Program at the Department of Parking and Traffic.

Amount: \$323,484

Source of Funds: Gasoline Tax Fund, Road Fund, which receives \$148 per paid red light citation as of January 1, 1998, an increase of \$130.50 over the \$17.50 previously allocated to the Gasoline Tax Fund, Road Fund. Of the \$148 allocated to the Gasoline Tax Fund from each paid red light citation, \$48.50 is paid to the Red Light Photo Enforcement Pilot Program contractor, U.S. Public Technologies.

Description: The Red Light Photo Enforcement Pilot Program (Pilot Program) began on October 1, 1996 to test the effectiveness of using cameras to enforce traffic regulations against motorists who do not stop at red lights. Citations are mailed to owners of vehicles photographed running a red light, if the vehicle has a front license plate that is legible in the photograph and if the driver is clearly visible in the photograph¹. DPT reports that in the period of October 1, 1996 through February 28, 1998, cameras at five intersections resulted in the issuance of 7,461 citations. According to Mr. Jack Fleck of DPT, in the first six months of the Pilot Program, when only four intersections were equipped for cameras, there was a 41.7 percent decrease in the number of red light runners.

The Pilot Program was originally scheduled to operate from October of 1996 through December of 1997, with two contractors, Electronic Data Services and U.S. Public Technologies, operating the cameras and mailing the citations. The four original intersections equipped for cameras were 5th and Howard Streets, 7th and Mission

¹ According to DPT, approximately 25 percent of all vehicles photographed running red lights meet both the conditions of license plate visibility and a recognizable driver, which are required for the purposes of issuing a valid moving violation.

Streets, 19th Avenue and Sloat Boulevard, and 19th and Holloway Avenues. Subsequently, the intersection of 19th and Holloway Avenues was dropped from the Pilot Program due to the reported low volume of red light violations at that intersection, and two additional intersections were added at 9th and Howard Streets and Pine Street and Presidio Avenue, for a current total of five intersections that are equipped with five cameras which are rotated between the intersections (see Comment No. 4).

In April of 1997, Electronic Data Services withdrew from the pilot project citing financial problems caused by the fact that only \$17.50 of the then \$104 traffic fine for running a red light was paid to the contractor. According DPT, Electronic Data Services stated that \$17.50 was insufficient to cover the contractors costs, including film retrieval and developing, and mailing the traffic citations to the registered owners of the vehicles. The other contractor in the Pilot Program, U.S. Public Technologies (USPT), agreed to install and operate the cameras in the intersections previously operated by Electronic Data Services. USPT is now the only contract service provider in the Red Light Photo Enforcement Pilot Program. In January, DPT extended the contract with USPT on a month-to-month basis and intends to continue extending it through April of 1998 for the duration of the Pilot Program.

In January of 1998, AB1191 took effect. Under AB1191, the fine for running a red light in California was increased by the State Legislature by \$167, from \$104 to \$271, with \$148 from each paid citation accruing to the Gasoline Tax Fund, compared with \$17.50 that was previously allocated to the City. Prior to AB1191, the City's allocation of \$17.50 from each paid red light citation accrued to the General Fund. Subsequent to the passage of AB1191 and pursuant to the Board of Supervisors Resolution No. 1129-97, the \$148 which accrues to the City for each paid citation is directed to the Gasoline Tax Fund, from which \$48.50 is paid to the contractor, compared to \$17.50 which was paid to the contractor prior to passage of AB1191. The Gasoline Tax Fund also provides other funding for the Red Light Photo

Enforcement Pilot Program. According to Ms. Hile, pursuant to the Board of Supervisors Resolution No. 1129-97, any surplus in the Gasoline Tax Fund, such as that projected in FY 1998-99 and forward, is to be allocated to other traffic safety programs.

DPT advises that the Pilot Program will end on April 30, 1998. As previously noted, 7,461 citations have been issued at the intersections equipped for cameras. Additionally, as previously noted, there has been a 41.7 percent reduction in red light running at such intersections.

This subject supplemental appropriation for \$323,484 would begin funding the Program on a permanent basis for the remainder of FY 1997-98, from May 1, 1998 through June 30, 1998 by continuing the contract with USPT to operate five cameras at the five intersections currently in the Program, as well as expand the Program with the purchase of eight additional cameras and the related installation costs for the purposes of adding 20 new intersections. In FY 1998-99, DPT plans to add 13 more cameras (11 provided by CalTrans and 2 provided by Moscone Convention Center) and 9 more intersections to the Program, for a total of 26 cameras covering 34 intersections. See Attachment 5 for a list of the current and proposed intersections.

Budget:

The subject supplemental appropriation for \$323,484 would provide funds for the continuation and expansion of the Red Light Photo Enforcement Program for the remainder of FY 1997-98, from May 1, 1998 through June 30, 1998 by continuing to fund the salary and fringe benefits of one FTE temporary 5229 Associate Transportation Engineer, for one month. This position has had the responsibility of being the Program Manager for the Red Light Photo Enforcement Pilot Program.

Memo to Finance Committee
April 8, 1998 Finance Committee Meeting

A budget for this position and the other related costs is as follows:

\$6,971	Salary – Temporary
1,743	Fringe Benefits
174,103	Professional Services for USPT to install eight additional cameras and intersections
112,667	Professional Services for USPT to process film and issue citations
20,000	Services of Other Departments – Department of Public Works (DPW) Bureau of Engineering
8,000	Services of Other Departments – DPW Construction Management
<hr/>	
\$323,484	Total

Attachment I, provided by DPT, provides additional budget details.

Comments:

1. Attachment 2, prepared by DPT, provides a history and results of the Red Light Photo Enforcement Pilot Program from the starting date of October 1, 1996 through February 28, 1998.

2. Attachment 3, provided by DPT, contains expenditures and funding sources related to the Red Light Photo Enforcement Pilot Program from the start date of October 1, 1996 through March 31, 1998. As shown in Attachment 3, since AB1191 became effective, the Pilot Program expenses were fully recovered from the traffic citation fines realized. According to Ms. Hile, DPT projects that the Red Light Enforcement Program will continue to fully recover costs and generate a surplus in FY 1998-99 estimated to be \$638,308, as shown in Attachment 4. Ms. Hile notes that DPT projects that net citation revenues generated by the Red Light Enforcement Program will continue to increase in future years as payments of the amortized capital cost of the cameras and installation are completed.

3. According to Ms. Hile, the DPT has requested funding in their FY 1998-99 budget to expand the Red Light Photo Enforcement Program to include nine additional intersections, for a total of 34 intersections (see

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment 5 for a list of the five existing intersections, the 20 intersections proposed in this subject supplemental appropriation, and the nine intersections proposed to be added in FY 1998-99). The 34 intersections would be serviced by 26 cameras, including the five current cameras, eight additional cameras proposed in this subject supplemental appropriation, 11 cameras to be provided to the City at no cost by CalTrans in FY 1998-99 and two cameras to be provided to the City at no cost by the Moscone Convention Center in FY 1998-99. Attachment 4 contains a budget for the Program for FY 1998-99.

4. As noted above, there are currently five intersections equipped for cameras in the Red Light Enforcement Pilot Program, each of which has several signals mounted with a camera housing, for a total of 10 possible locations for the five cameras currently used in the Pilot Program. According to Ms. Bridget Smith at DPT, it is difficult for drivers to detect whether a camera is installed in a camera housing, and most drivers do not detect the housing itself. Ms. Smith reports that as a result, DPT is able to achieve a reduction in red light running without having to purchase and permanently install a camera for every signal. Ms. Smith further notes that research conducted by the Insurance Institute for Highway Safety showed that red light running is reduced in intersections adjacent to photo-enforced intersections as well, presumably because drivers are unsure exactly which intersections have cameras. As previously noted, Attachment 5 contains a list of the 34 intersections which DPT proposes to include in the Red Light Photo Enforcement Program on a permanent basis.

Recommendation: Based on the results of the Pilot Program and the fact that the permanent Red Light Photo Enforcement Program will be fully funded from the traffic fines for red light running, approve the proposed ordinance.

Department of Parking and Traffic
 Red Light Photo Enforcement Program
 Supplemental Budget
 FY 1997-98

001	Salary	\$ 8,971	Project Management Salary
013	Fringe	1,743	
	Total Labor	8,714	
021	Professional Services	174,103	Payment to Vendor for Installation of additional cameras and intersections
021	Professional Services	112,667	Payment to vendor for processing and issuance of citations
081	DPW Work Order	28,000	Plan review and construction Inspection for 8 intersections
	Total Non-Labor	314,770	
	Total	\$ 323,484	



Traffic Engineering Division
City and County of San Francisco

WILLIE LEWIS BROWN, JR., MAYOR
STUART R. SUNSHINE, EXECUTIVE DIRECTOR

Post-It™ brand fax transmittal memo 7671		# of pages > 2
To: Taylor Emerson	From: Bridget Smith	
Co.:	Co.:	DPP
Dept.:	Phone #	551 2346
Fax # 252-0461	Fax #	

Attachment 2
Page 1 of 2



MEMORANDUM

To: Taylor Emerson, Budget Analyst's Office

From: Bridget Smith, Red Light Photo Enforcement Program Manager *BS*

Date: April 2, 1998

Subject: Supplemental Appropriation Request
Red Light Photo Enforcement Program

HISTORY AND RESULTS

San Francisco's pilot Red Light Photo Enforcement Program has gained National attention as an effort to improve traffic safety and reduce injuries caused by collisions. Red light violators cause approximately 800 reported collisions and 1300 injuries annually in San Francisco. The Board of Supervisors initiated the program following a severe collision in October 1994 at the intersection of 19th and Holloway Avenues where a red light violator injured thirteen pedestrians. In October 1996 San Francisco became the first city in California to implement a pilot Red Light Photo Enforcement Program. The pilot project increased the number of red light violators cited in San Francisco last year by 25 percent. More than 7,500 motorists have received citations for running red lights in San Francisco through the Red Light Photo Enforcement Program. During the initial six months of the pilot, red light running decreased by more than 40 percent at camera locations. Red light violations continue to decline at the five intersections currently enforced by cameras as more motorists become aware of San Francisco's increased efforts.

FUNDING

Effective January 1, 1998 Assemblyman Shelley's Bill, AB 1191, significantly increased revenue received from red light violation citations. The Board of Supervisors urged, by Resolution No. 1129-97, that the Controller's Office track revenues received from red light violations to fund the Red Light Photo Enforcement Program and other traffic safety efforts. This ensures that red light violations can fund the operation and expansion of San Francisco's Red Light Photo Enforcement Program. The Parking and Traffic Commission authorized, by Resolution No. 154-97-PTC, the submittal of a supplemental appropriation request to the Mayor's office for \$1,000,000 to fund the expanded Red Light Photo Enforcement Program.

CONTRACTOR

The Department of Parking and Traffic (DPT) is currently negotiating a contract with U.S. Public Technologies, Inc. (USPT) to expand the Red Light Photo Enforcement Program. USPT was selected through a competitive bid process in November 1997 to provide both personnel and construction services for this project. Two other Contractors submitted bids: Automated Law Enforcement Systems and Reflex Traffic Systems. USPT's proposal includes a blended fee of

\$12,028 per month to operate the camera system and \$48.50 per paid citation. In addition, the capital costs will be amortized over three years through payment of \$55,327 per month. USPT proposed to work with the following subcontractors:

- Gatsometer B.V.,
- Faulkner Color Lab,
- Lockheed Martin IMS,
- NBA Engineering (WBE),
- PRWT Services, Inc., and
- Van Hook Enterprises (MBE).

PROGRAM EXPANSION

This contract agreement adds eight new cameras and twenty additional intersections to the City's existing system. Also, as part of this contract, USPT will operate all cameras at all intersections in the City's system, including those locations funded through contributions from the State of California Department of Transportation (Caltrans) and the Moscone Center Expansion project. Soon San Francisco will have the nation's largest Red Light Photo Enforcement Program with thirty-four intersections serviced by twenty-six cameras.

	Cameras	Intersections
Existing Pilot Program	5	5
City Funded Expanded Program	8	20
Moscone Funded	2	4
Caltrans Funded	11	5
Total Expanded Program	26	34

TEAMWORK

This project is unique as it represents a combined and cooperative effort of eight city departments and the contractor. The Department of Public Health (DPH), Department of Parking and Traffic, and San Francisco Police Department (SFPD) lead the effort with support from the Department of Public Works (DPW), Municipal Court, City Attorney's Office, District Attorney's Office, and the San Francisco County Transportation Authority (SFTCA). The core of the project team consists of several staff members from each of these departments and USPT's project manager who work together daily to ensure the success of the Red Light Photo Enforcement Program. DPH leads the community outreach and media relations effort for this program as part of a larger traffic safety campaign. DPT serves as project manager for the program and works with DPW to ensure that the contractor installs the cameras correctly and that the technical operations are sound. The SFPD screens all red light violations captured on film and works directly with the contractor to issue the Notices to Appear. Once the violators receive this notice they deal directly with the Municipal Court to enter a plea. The SFPD presents evidence of each violation in Court, as required. The City Attorney's Office and District Attorney's office provide litigation support and provide advice on legal matters as they arise. The SFTCA continues to provide project oversight assistance, tracking the project and coordinating with outside agencies such as Caltrans.

Please contact me at 554-2346 if you have any questions or require further information.

Department of Parking and Traffic
 Red Light Camera Program Budget
 October 1996 - March 1998

Revenues

Grant - Transportation Authority Sales Tax Revenue	\$	330,000
Grant - Office of Traffic Safety, State of California to DPH	\$	25,000
Grant - FHWA Red Light Awareness to DPH	\$	27,000
Road Fund	\$	99,500
Moving Violation Funds - General Fund	\$	129,600
Department of Public Health - General Fund	\$	60,000
Police Department - General Fund	\$	189,000
SF Municipal Court System - General Fund	\$	58,500
<i>Subtotal</i>	\$	918,600

Expenditures

Salaries	Jack Fleck	\$	114,000
	Budget Smith	\$	28,000
Professional Services	Reimburse Capital Costs	\$	180,000
	Payment per Paid Citation	\$	47,200
Services of Other Depts	Legal Services	\$	45,500
	City Attorney	\$	20,000
	Department of Public Works		
	Plan Review of Proposed Locations	\$	
SF Municipal Court System	Administration and Court Time	\$	58,500
Department of Public Health	Public Education Campaign	\$	112,000
Police Department	1.5 FTE Officers for Police Services	\$	189,000
SF County Transportation Authority	Project oversight	\$	60,000
<i>Subtotal</i>		\$	854,200
Net Revenue (Expenditure)		\$	64,400

Department of Parking and Traffic
 Red Light Camera Program Budget
 January-March 1998

<u>Revenues</u>		
Moving Violation Funds - Gasoline Tax Fund	\$	77,700
SFPD Redlight Citations - Gasoline Tax Fund	\$	123,340
<i>Subtotal</i>	\$	201,040
<u>Expenditures</u>		
Salaries	Jack Fleck	\$ 5,984
Professional Services	Bridget Smith	\$ 20,823
Services of Other Depts	Payment per Paid Citation	\$ 26,200
SF Municipal Court System	Legal Services	\$ 8,531
Department of Public Health	Administration and Court Time	\$ 10,969
Police Department	Salaries	\$ 11,250
SF County Transportation Authority	1.5 FTE Officers for Police Services	\$ 31,500
<i>Subtotal</i>	Project Oversight	\$ 8,000
		\$ 123,257
Net Revenue (Expense)		\$ 77,783

Note: Most of these expenditures are fixed costs. As the department expands the number of cameras, it will generate additional revenue without increasing these expenditures.

1998-1999 Program Enhancement Request**Red Light Photo Enforcement Program**

Department: Parking and Traffic
Priority Number: 23
Contact: Kathryn Hile, 554-9820
Objective: Improve safety and reduce collisions
Targeted Clients: Motorists, cyclists, and pedestrians in San Francisco
Service Level Increase: Reduction in traffic accidents
Category: Service enhancement

Program Description

This initiative expands the Red Light Photo Enforcement Program to improve traffic safety. This program is funded by revenue collected from red light violators. The labor cost to DPT consists of a part-time 5230 Transportation Engineer, one 5229 Associate Transportation Engineer, one 5382 Student Design Intern III, and as-needed 7345 Electrician services. DPT will also work order funds to the SFPD, Municipal Court, DPH, and the City and District Attorney offices, which will fund existing or new positions and equipment as determined by the receiving Departments. The base program will purchase 13 red light cameras and related equipment, 40 camera housings, and 4 personal computers workstations with printers. The cameras, which are easy to remove and install, will be rotated among thirty intersections to maximize their deterrent value.

1998-1999 Program Enhancement Request

Phase B Budget

Summary of Program Cost

Sources	FY 1998-99	Ongoing
Gasoline Tax/Road Fund	\$2,685,837	\$2,849,404
Subtotal Sources	\$2,685,837	\$2,849,404
Uses:		
Salary and Fringes - 001		
Operating Expenses	\$138,469	\$138,469
021 - Professional Services	\$1,234,560	\$1,234,560
021 - Travel/Training	\$6,000	\$6,000
021 - Property Rental	\$6,000	\$6,000
081 - Svcs. of Various Depts	\$662,500	\$662,500
Facilities, Maintenance, Equip		
Subtotal Uses:	\$2,047,529	\$2,047,529
Net General Fund		
Support/Cost of Program	(\$638,308)	(\$801,875)
Total FTE's	1.92	1.92

Class/Title	FTE'S	Cost
5230 Transportation Engineer	0.25	\$24,216
5229 Associate Transportation Engineer	1	\$83,650
5382 Design Student Intern III	0.67	\$30,603



Traffic Engineering Division
City and County of San Francisco

WILLIE LEWIS BROWN, JR., MAYOR
STUART R. SUNSHINE, EXECUTIVE DIRECTOR



RED LIGHT PHOTO ENFORCEMENT PROGRAM

Existing Camera Locations - Pilot Program (5)

5th St./Howard St.
7th St./Mission St.
9th St./Howard St.
19th Ave./Sloat Blvd.
Pine St./Presidio Ave.

Proposed Camera Locations - Expanded Program (29)

Proposed New City Funded Locations (20)

Beale St./Howard St.
1st St./Howard St.
3rd St./Harrison St.
4th St./Harrison St.
8th St./Harrison St.
10th St./Harrison St.
6th St./Bryant St.
8th St./Bryant St.
4th St./Mission St.
15th St./Mission St.
14th St./S. Van Ness Ave.
Bush St./Leavenworth St.
California St./Van Ness Ave.
Cesar Chavez St./Mission St.
Duboce Ave./Valencia St.
Franklin St./Geary St.
Franklin St./Pine St.
Geneva Ave./I-280 off-ramps
Golden Gate Ave./Gough St.
Gough St./Oak St.

Proposed New Caltrans Funded Locations (5)

Marina Blvd./Lyon St.
Park Presidio Ave./Lake St.
Park Presidio Ave./Geary Blvd.
Park Presidio Ave./Fulton St.
Richardson Ave./Francisco St.

Proposed New Moscone Funded Locations (4)

3rd St./Folsom St.
4th St./Folsom St.
3rd St./Howard St.
4th St./Howard St.

Proposed locations are subject to revision.
April 3, 1998

Item 7 – File 98-365

- Department:** Department of Recreation and Parks (DRP)
- Item:** Resolution approving a corrected second amendment to the Portsmouth Square Public Parking Lease between the City and County of San Francisco and the San Francisco Portsmouth Plaza Parking Corporation.
- Description:** On May 28, 1996, the Board of Supervisors adopted an Ordinance (File 47-96-3) amending the Portsmouth Square Public Parking Lease between the City and County of San Francisco and the San Francisco Portsmouth Plaza Parking Corporation, a non-profit organization whose sole activity is operating the Portsmouth Square public parking facility. Due to a clerical error, an earlier draft of the amended lease, rather than the final version agreed to by both parties, was approved by the Board of Supervisors and placed in the Board's files.
- The proposed resolution would approve the corrected version of the Second Amendment to the Portsmouth Square Parking Lease and instruct the Clerk of the Board of Supervisors to insert the corrected version into Board File 47-96-3.
- Comments:**
1. The corrected Second Amendment to the Portsmouth Square Parking Lease provides for quarterly rather than annual rental payments from the San Francisco Portsmouth Plaza Parking Corporation to the City and County of San Francisco, acting by and through the Recreation and Park Commission, and strengthens the City's termination rights under the lease.
 2. Mr. Ernie Prindle of the Department of Recreation and Park stated that the subject resolution will have no financial impact on the City. This is because provisions from the correct version of the lease were implemented administratively as of May 28, 1996, when the Board of Supervisors adopted the Second Amendment to the Portsmouth Square Public Parking Lease. The subject resolution will approve the correct version and ensure that a copy of the lease consistent with the version agreed

Memo to Finance Committee
April 8, 1998 Finance Committee Meeting

to by the parties is included in the Board of Supervisors files.

Recommendation: Approve the proposed resolution.

Items 8 and 9 - Files 98-506 and 98-507

Department: Juvenile Probation

Items: **Item 8, File 98-506** - Supplemental appropriation ordinance appropriating \$2,638,924 in Federal Temporary Assistance to Needy Families (TANF) funds for salaries, fringe benefits, professional services, equipment, and Services of Other Departments for the creation of nine positions and to provide counseling, home-based supervision, and other services for juveniles.

Item 9, File 98-507 - Ordinance amending the FY 1997-98 Annual Salary Ordinance to reflect the addition of nine positions in the Juvenile Probation Department.

Amount: \$2,638,924

Source of Funds: Federal Grant Funding: Temporary Assistance to Needy Families (TANF)

Description: The proposed supplemental appropriation ordinance (File 98-506) would appropriate a total of \$2,638,924 in TANF funds to the Juvenile Probation Department to fund TANF-eligible expenditures.

The companion ordinance (File 98-507) would amend the FY 1997-98 Annual Salary Ordinance to add nine positions for the Juvenile Probation Department.

Temporary Assistance to Needy Families (TANF) is a Federal program designed to fund a variety of family focused and preventative services provided to Juvenile Probation clients. Such services include educational advocacy and school attendance monitoring; individual, family, and group counseling; mentoring programs; home detention; life skills counseling; and parenting skills development.

Under the Federal Comprehensive Youth Services Act, the State allocated \$3.1 million in TANF funds to the City in September of 1997 for the period of July 1, 1997, through June 30, 1998, for eligible programs and services. The Act requires that the Department establish a local planning council to assist the Department in developing a spending

plan prior to expending TANF funds. The Board of Supervisors previously approved legislation in February of 1998 (File 98-70) that designated the Juvenile Justice Coordinating Council, consisting of the Chief Probation Officer of the Juvenile Probation Department, and one representative from the following City Departments: (1) District Attorney; (2) Police Department; (3) Public Defender; (4) Sheriff's Department; (5) Board of Supervisors; (6) Department of Human Services; (7) Department of Public Health (Mental Health Division); (8) the San Francisco Unified School District; and (9) the Mayor's Office; as the local planning council.

The requested nine new Classification 8444, Deputy Probation Officer, positions would be Limited Tenure positions and would work in the Juvenile Justice Local Action Plan Services Program, as explained in Attachment I.

File 98-507 would amend the Annual Salary Ordinance to create nine new positions, as follows:

<u>Positions</u>	<u>Class</u>	<u>Title</u>	Step 1	Step 5
			Biweekly- <u>Annual</u>	Biweekly <u>Annual</u>
9	8444L	Deputy Probation Officer	\$1,329-\$312,182	\$2,053-\$482,249
		Fringe Benefits (28.6%)	<u>89,284</u>	<u>137,923</u>
<u>9</u>		Total	\$401,466	\$620,172

As shown above, the annual cost of the requested nine new positions would range from \$401,466 at Step 1, including salaries of \$312,182 and fringe benefits of \$89,284, to \$620,172 at Step 5, including salaries of \$482,249 and fringe benefits of \$137,923.

Budget:

The Juvenile Probation Department, with the approval of the Juvenile Justice Coordinating Council, has established the following \$2,638,924 budget for the period retroactive from July 1, 1997, through June 30, 1998:

Existing Programs

Community-based Organization		
Contract Services.	\$1,332,490	**
Parenting Skills Program	66,799	**
Treatment and Counseling Services	40,000	*
In-house Juvenile Hall Services	<u>683,464</u>	*
Subtotal		\$2,122,753

New Programs

Juvenile Justice Local Action		
Plan Services	100,982	*
Alternatives to Detention and Out of		
Home Placement for Girls	40,312	**
Domestic Violence Program ¹	24,000	
Administrative Overhead ²	340,048	
Computer Equipment	<u>10,829</u>	
Subtotal		<u>\$516,171</u>
Total		\$2,638,924

* Totals to \$824,446. Shown as Permanent Salaries and Fringe Benefits in the amount of \$824,446 in Attachment II to pay for the nine new positions as well as to pay for salaries and fringe benefits of existing positions.

**Contractual Services as detailed in Attachment Nos. II and III.

A program budget is shown on page ____ of our report, and Attachment Nos. I, II and III, beginning on page ____ of our report submitted by the Juvenile Probation Department, provide additional budget details and program explanations to support this request of \$2,638,924 grant retroactive from July 1, 1997, to June 30, 1998.

Descriptions of each of the existing and new program elements, along with the amount and basis for each of the above requests, and the justification for each of the nine new positions including the responsibilities for each new position for each program element, are shown in Attachment I to this report. Attachment III, provided by the Juvenile Probation Department, provides additional program element details concerning the existing community-based organization contract services.

Comments:

1. The subject grant funds would be used, in part, to fund programs beginning in July 1, 1997. According to Ms. Sandra Brown-Richardson of the Juvenile Probation Department,

¹ Workorder to the Adult Probation Department.

² Juvenile Probation Department's overhead charge for administering the grant-eligible programs.

the Department advanced General Fund monies from its FY 1997-98 budget pending approval of the subject grant funds.

2. Attachment IV provided by the Juvenile Probation Department contains a statement acknowledging that should continued grant funding become unavailable or insufficient to fund the proposed nine new positions, the positions would be eliminated. As noted above the proposed legislation includes the "L" Limited Tenure designation for the requested nine new grant fund positions.

3. The funding request for the nine new Classification 8444L, Deputy Probation Officer, positions was calculated for a three-month period effective April 1, 1998. However, the earliest date that the Department would be able to make the new appointments is May 1, 1998. According to Ms. Brown-Richardson, the positions would be filled at Step 1. Therefore funding for Permanent Salaries should be reduced by, \$25,118 and funding for Fringe Benefits should be reduced by \$7,177 for a total reduction of \$32,295.

Recommendations: 1. In accordance with Comment No. 3, amend the proposed ordinance (File 98-506) to (a) reduce Permanent Salaries by \$25,118 from \$905,708 to \$880,590, and (b) reduce Fringe Benefits by \$7,177 from \$258,786 to \$251,609.

2. Approve the proposed ordinance as amended) (File 98-506).

3. Approve the proposed amendment to the FY 1997-98 Annual Salary Ordinance (File 98-507).

COMPREHENSIVE YOUTH SERVICES ACT
1997/98 EXPENDITURE PLAN

PROGRAMS

PLANNED
EXPENDITURE

EXISTING COMMUNITY BASED ORGANIZATION (CBO) CONTRACT SERVICES:	
CBOs:	\$1,332,490
The funds will be used to reimburse the Juvenile Probation Department for the cost of 13 CBO contracts currently administered by the Department's Community Services Division. The following program services are provided under these contracts: Intensive Home Based Supervision, Home Detention, Mentorship Programs for male and female youth, Peer Counseling, Preplacement Shelter, and a Status Offender Shelter (See Attachment for program details and individual contract amounts).	
EXISTING PERSONAL SERVICES CONTRACT:	
Parenting Skills Program:	66,799
The funds will be used to (1) reimburse the Department for existing parenting skills contract services, at a cost of \$40,000 and (2) pay for enhancements to these services, at a cost of \$26,799. This program conducts several weekly parenting workshops and support groups, in English and Spanish and is planning to provide for a bi-lingual Asian parenting workshop and to expand outreach to parents City-wide. The program enhancements would include hiring a Parent and Community Involvement Coordinator to (1) provide such expanded outreach, (2) improve the program's liaison with Probation Officers, community based organizations and schools, and (3) provide better support to help increase family cohesion, reduce parent-child conflict, and develop positive parenting attitudes.	

EXISTING SERVICES PROVIDED BY JUVENILE PROBATION DEPARTMENT'S PROBATION SERVICES DIVISION:	
Probation Services Division/Treatment and Counseling Services:	40,000
The funds would be used to reimburse the Department for the cost of TANF eligible services provided to youth by Probation Officers. Such services include assessment and counseling, social responsibility training, gang intervention, anger management, violence prevention, and conflict resolution.	
EXISTING SERVICES PROVIDED BY THE JUVENILE PROBATION DEPARTMENT'S JUVENILE HALL:	
Juvenile Hall/TANF Related Services	\$683,464
The funds would be used to reimburse the Department for the cost of TANF eligible services provided by Counselors. Such services include, but are not limited to, education advocacy and attendance monitoring, life skills counseling, sex and health education, family mentoring, family crisis intervention, anger management, violence prevention and conflict resolution.	

NEW SERVICES TO BE PROVIDED BY PROBATION OFFICERS IN CONNECTION WITH THE JUVENILE JUSTICE LOCAL ACTION PLAN:	
Juvenile Justice Local Action Plan Services:	100,982
<p>The funds would be used to hire nine (9) new Probation Officers to provide services as follows:</p> <p>(1) Five Probation Officers will be assigned to the Community Assessment and Referral Center, a 7 day a week, 24 hour per/day program, and will be responsible for processing youth brought to the Center by the Police. Specific services to be provided include performing all legally mandated duties pursuant to the Welfare and Institutions Code, assisting in the assessment process and counseling youth and their families.</p> <p>(2) One Probation Officer will be assigned to Intensive Community Based Intervention (Safe Haven) in the Bayview - Hunters Point area to work with youth and community based agencies serving this area. Specific services to be provided include counseling youth and families, instituting prevention services in the community and working collaboratively with other participating private and public agencies.</p> <p>(3) Two Probation Officers will be assigned to the Charter School located in the Tenderloin YMCA. Curriculum will include academics, recreation, life skills, drug education, and prevention programs.</p> <p>(4) One Probation Officer will be assigned to the intensive highly structured long-term residential program for girls, who have been placed there by the Court and other California counties. The anticipated capacity of this program is fifty (50). The average length of stay will be nine to twelve months. The Probation Officers will be responsible for supervision and counseling of youth and for all of the legally mandated services accompanying wards of the Court.</p>	

NEW SERVICES FOR GIRLS - ALTERNATIVES TO DETENTION AND OUT OF HOME PLACEMENT:	
Alternatives to Detention and Out of Home Placement for Girls:	40,312
The funds would be used to pay a new program aimed at reducing the population of girls, who are not a danger to themselves or the community, in custody at Juvenile Hall by (1) linking them with service providers within 48 hours of their arrest, if possible or (2) returning them to their families and community with appropriate support services within two weeks of their arrest date. Services would be divided into two components. The first component will include (1) a needs assessment of each girl conducted through the coordinated efforts of a Probation Officer, the Courts, the family and service providers, and (2) development of an individual treatment and release plan for each girl that will be overseen by a consortium of girl's services providers in the community. The second component will include intensive supervision and case management of each girl once they are released from detention.	
ADULT PROBATION - DOMESTIC VIOLENCE PROGRAM:	
Domestic Violence Program:	24,000
ADMINISTRATIVE OVERHEAD (15 %)	340,048
COMPUTER EQUIPMENT TO BE USED TO SUPPORT TANF RELATED SERVICES:	10,829
TOTAL	\$2,638,924

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ID: HARVEY M. ROSE

FAX: 415-252-0461

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P.02

PROPOSED SUPPLEMENTAL APPROPRIATION REQUEST
Temporary Assistance to Needy Families (TANF) Funds

SOURCE OF FUNDS:**TANF Funds:****TANF Expenditure Plan:****Personnel:****Permanent Salaries:**

Percentage of Counselor Time spent on TANF Eligible Services	\$501,809
Percentage of Probation Officer Time spent on TANF Services	30,166
9 - New Probation Officers (Community-based) - 3 months	78,039
Fringe Benefits	<u>214,432</u>
Subtotal	\$824,446

Administrative Overhead (15%)**340,048****Subtotal - Personnel****\$1,164,494*****Operating Expenses:****Professional/Specialized Services:**

13 - Community Based Organization Contracts	\$1,332,490
Parenting Skills Program Contract (including enhancements)	66,799
Girls Alternatives to Detention and Out of Home Placement Contract	<u>40,312</u>
Subtotal	\$1,439,601

Equipment Purchase:

3- Personal Computers	\$4,491
2- Laser Printers	2,990
Software	2,500
Tax	<u>848</u>
Subtotal	\$10,829

Services of Other Departments:

Work Order to Adult Probation Department for Domestic Violence Program	<u>\$24,000</u>
--	-----------------

Total Expenditure Plan Appropriation**\$2,638,924**

*\$905,708 plus \$258,786 equals the \$1,164,494 shown in Attachment II for Salaries and Fringe Benefits.

Community-based Organizations - Program Descriptions**1. Youth Advocates (Status Offender and Shelter Program)****\$566,466**

The contractor provides a shelter-care facility, intake services, medical assessment, counseling and comprehensive case management services to youth. Referral for these services may be made by the minor, his/her family, schools, any private or public social agency, or any law enforcement agency. The primary goal of the services to be provided is the timely resolution of conflict between child and parent and the reunification and preservation of the family.

2. Potrero Hill Neighborhood House (Peer Counseling Program)**26,225**

The contractor provides peer counseling twice weekly for youth detained in Juvenile Hall. Sessions average two to three hours and include ten to twenty youth. Participation by youth is voluntary. The goal of this program is to provide counsel and guidance, reduce recidivism, and encourage meaningful personal change.

3. Ella Hill Hutch Community Center (Mentorship Program)**46,836**

The program provides individual and group counseling, social and cultural enrichment, and community involvement and service experiences for male and female youth who are delinquent or at risk of becoming delinquent. Volunteer mentors, recruited from the community, help youth achieve greater self-awareness and maturity, and encourage meaningful personal change. Services are anticipated to be provided to a total of 32 unduplicated youth during the one-year term of the contract. Approximately half of the referrals will come from the Juvenile Probation Department. The remainder will be referred by San Francisco schools and community agencies.

4. Bayview Hunter's Point Foundation (Home Detention Program)**121,036**

Pursuant to Sections 628 and 628.1 of the Welfare and Institutions Code, a minor who does not require 24-hour secure detention may be released to his parent, guardian, or responsible relative on home detention. The contractor is responsible for monitoring up to twenty delinquent youth (usually repeat offenders) released to home detention, and ensuring that said youth are in compliance with Court ordered conditions of release. The goals of the program are to hold youth accountable for their behavior, avoid incarceration and give juvenile offenders the best possible care and guidance.

Attachment III

Page 2 of 4
40,345**5. YWCA (Girls Mentorship Program)**

The program provides individual and group counseling, social and cultural enrichment, and community involvement and service experiences for teenage girls who are delinquent or are risk of becoming juvenile offenders. Volunteer mentors, recruited from the community, help the youth achieve greater self-awareness and maturity, and encourage meaningful personal change. Services are anticipated to be provided to a total of 24 unduplicated youth during the one-year term of the contract. Approximately half of the referrals will originate with the Juvenile Probation Department. The remainder will be referred by San Francisco schools and community agencies.

6. San Francisco Boys and Girls Home (Preplacement Shelter Program) 176,510

Youth awaiting long-term placement often remain in custody at Juvenile Hall until an appropriate treatment plan is developed and suitable placement facility is found. The majority of these youth do not require a locked setting and can benefit from an interim group home setting where individual needs can more readily be identified and appropriate behavior encouraged. The contractor provides interim short-term shelter care services for youth aged 10 to 17, as an alternative to detention at Juvenile Hall.

7. Bayview Hunter's Point Foundation**(Intensive Home Based Supervision Program)****50,432**

The contractor provides intensive home based supervision services for up to ten youths that are wards of the Court. Specific services provided include case management coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce recidivism, (3) hold youth accountable for their behavior and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

8. Chinatown Youth Center (Intensive Home Based Supervision Program) 50,432

The contractor provides intensive home based supervision services for up to ten youths that are wards of the Court. Specific services provided include case management coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce recidivism, (3) hold youth accountable for their behavior and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

9. Morrisania West (Intensive Home Based Supervision Program)**50,432**

The contractor provides intensive home based supervision services for up to ten youths that are wards of the Court. Specific services provided include case management

coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce recidivism, (3) hold youth accountable for their behavior and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

10. Potrero Hill Neighborhood House

(Intensive Home Based Supervision Program)

50,432

The contractor provides intensive home based supervision services for up to ten youths that are wards of the Court. Specific services provided include case management coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce recidivism, (3) hold youth accountable for their behavior and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

11. Real Alternatives Program

(Intensive Home Based Supervision Program)

50,432

The contractor provides intensive home based supervision services for up to ten youths that are wards of the Court. Specific services provided include case management coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce recidivism, (3) hold youth accountable for their behavior and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

12. Vietnamese Youth Development Center

(Intensive Home Based Supervision Program)

25,216

The contractor provides intensive home based supervision services for up to five youths that are wards of the Court. Specific services provided include case management coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce recidivism, (3) hold youth accountable for their behavior and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

13. Office of Samoan Affairs (Intensive Home Based Supervision Program) 25,216

The contractor provides intensive home based supervision services for up to five youths that are wards of the Court. Specific services provided include case management coordination and comprehensive needs assessment and service plan. The objectives of the program are to (1) disrupt the repetitive cycle of juvenile delinquency, (2) reduce

recidivism, (3) hold youth accountable for their behavior, and (4) provide juvenile offenders with the best possible care and guidance, consistent with their best interest and the safety and protection of the public.

Total

\$1,332,490



**City and County of San Francisco
Juvenile Probation Department**

**JESSE E. WILLIAMS, JR.
CHIEF PROBATION OFFICER**

To: Stanton Jones, Budget Analyst Office

From: Sandy Brown-Richardson, Juvenile Probation Department *WR*

Date: April 1, 1998

Re: Supplemental appropriation request - TANF funds

This memo is being written in response to your request for additional background information regarding our department's supplemental appropriation request for TANF funds. First, I would like to advise you that the nine new Deputy Probation Officer positions, included in this request, should be designated as limited tenure positions. These positions would definitely be eliminated if the TANF funds are terminated at some future date. The State Department of Social Services (DSS) has advised local jurisdictions that the TANF funds are expected to be available through the year 2003. However, these funds will be reviewed annually at the Federal level to determine whether funding should continue.

Additionally, as you have noted, approximately \$2.4 million of this request is for reimbursement of expenditures for existing services. The TANF legislation has no specific provision which precludes jurisdictions from claiming these funds for existing TANF eligible services. Most jurisdictions State-wide are, in fact, planning to use a portion of the TANF funds to pay for existing services in the current fiscal year. It should be noted, however, that information which has filtered down from the State suggests that if jurisdictions continue to claim against existing services, that fact alone may jeopardize future funding. Based on what we have been advised of to date, the intent of the TANF legislation appears to be that these funds should be used for new and enhanced services not to supplant funding for existing services.

It should also be noted, that our department is planning to claim primarily against existing services as opposed to new and/or enhanced services for this fiscal year in order to capture the majority of the available funds. Jurisdictions can only be reimbursed for eligible services that are actually provided within this fiscal year. There essentially was not sufficient time for our department to implement more new and enhanced services in a timely enough manner to claim reimbursement.

Item 10 – File 98-259

- Department:** Board of Supervisors
Department of Public Works
- Item:** Ordinance amending Article 19, Chapter X, Part II of the San Francisco Municipal Code (Public Works Code) by amending Section 957 to increase the present permit fees charged by the City to telephone companies for pay telephones on City sidewalks.
- Description:** The proposed ordinance would amend Article 19, Section 957, of the San Francisco Public Works Code, by increasing the fees charged by the City to telephone companies from the revenue generated by the usage of public pay telephones, authorized by City permits, installed and maintained on sidewalks and bus shelters in the City under the provisions of Article 19 of the Municipal Code.
- Currently, according to permit agreements between the City and (a) Pacific Bell, (b) independent telephone companies, and (c) AT&T, under Article 19 of the Public Works Code, the City is paid an amount equal to the greater of \$50 or 20 percent of the total gross receipts generated per month by the usage of each and every public telephone installed and maintained on public property (e.g. telephones that abut, overhang, or encroach upon public property, such as sidewalks and bus shelters).
- Approval of the subject legislation would increase the minimum permit fees paid to the City by telephone companies by \$25 per month, or from \$50 to \$75, and by 15 percent per month, or from 20 percent to 35 percent of the total gross receipts generated per month. The fees paid to the City are the higher of the percentage of gross receipts or the minimum fee. The fee increase is equal to a 50 percent increase in the current minimum fee of \$50 and an increase of 75 percent in the percentage of gross receipts. According to Mr. Tom Trimbur of DPW, these fees were last increased by the City in 1992.
- Comments:** 1. The City issues permits for the installation and operation of all outdoor pay telephones on public rights-of-

way that abut, overhang, or encroach upon public property, including sidewalks and bus shelters. The permits which are issued by the Department of Public Works, govern the placement and installation of pay telephones on public property, as well as the amount of monthly revenue due to the City from the telephone companies. Revenue collected by permit fees for pay telephones accrue to the City's General Fund.

2. The installation and operation of pay telephones located on City-owned and operated property, other than public rights-of-ways, whether indoors or outdoors, is covered under a Space Use Agreement between the City and Pacific Bell and the long distance telephone service agreement between the City and AT&T. Such pay telephones are regulated by contractual agreements (not by permits) which are administered by the Department of Telecommunications and Information Services (DTIS). Revenues collected under such contractual agreements for pay telephones accrue to the City's General Fund and would not be effected by this proposed legislation.

3. Pay telephones located at San Francisco International Airport facilities are regulated by separate contractual agreements negotiated between the Airport and Pac Bell and AT&T. These two agreements are monitored and administered by the San Francisco Airport's Business Development Division. The amount of revenue paid to the Airport by both Pac Bell and AT&T is based on a per passenger commission, and is stipulated in the existing contracts. This proposed legislation would not effect the City's contract agreements for pay telephones at the Airport.

4. According to Mr. Phil Knuckles of Pacific Bell, the number of Pac Bell pay telephones located on public property that operate under City permits is 800. Of these 800 pay telephones, 525 are located on City sidewalks and 275 are located at bus shelters. According to Mr. Jake Szeto of DPW, there are an additional 300 pay telephones that operate on public property under permit with independent pay telephone companies. In total, there are approximately 1,100 pay telephones authorized by DPW permits. AT&T does not own or operate any pay

telephones under permit in the City. However, AT&T, as the contracted carrier of long distance calls placed at permitted public pay telephones, is obligated to pay the City 20 percent of gross revenues from long distance calls placed at public pay telephones.

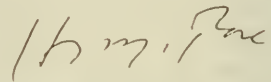
5. The deregulation of the pay telephone industry has allowed Pac Bell and other independent telephone companies to increase the basic rate for a local call from \$0.20 per call to \$0.35 per call. The ability to increase the basic rate for a local call became effective as of November 1, 1997. To the extent that call volumes for basic local calls from pay telephones remains the same, the City can anticipate some increase in the revenues paid by permittees based on the total gross receipts from local calls. However, according to Mr. Knuckles, Pac Bell has found some decline in the volume of telephone calls placed at public pay telephones with the increased usage of cellular telephones, as well as the increase cost per call. Mr. Knuckles reports that the rate of decrease in call volume at public pay telephones also has grown as the price of a telephone call from a pay telephone, now \$0.35, and the price of a telephone call from a cellular phone, now approximately \$0.40, approach parity.

6. According to Mr. Szeto, the estimated fees due to the City for FY 1997-98 from pay telephones located on sidewalks and bus shelters, authorized by City permits, are \$1,022,474. This estimate of \$1,022,474 was calculated using five months of actual call volume data (July 1, 1997 through November 31, 1997) for calls placed at the former local telephone charge at pay phones of \$0.20 per call, and one month of actual data (December, 1997) extrapolated for the remaining six months of FY 1997-98 (January 1, 1998 through June 30, 1998) for calls placed at the existing local telephone charge at pay phones of \$0.35 per call.

7. If the proposed legislation is approved, the revenues due to the City from permit pay telephones, based on a percentage of gross receipts, would increase by approximately 15 percent, from 20 to 35 percent of the total gross receipts collected from the pay telephones. Based on this proposed increased rate and given the

increased cost of a local call at pay telephones, Mr. Szeto estimates the annual revenues to the City would increase by 25 percent, or \$255,618 annually, resulting in total pay telephone revenue to the City of \$1,278,092 annually, based on current projections. As previously noted, the permit fees charged by the City to telephone companies for their pay telephones have not been increased since 1992.

Recommendation: Approve the proposed ordinance.



Harvey M. Rose

cc: Supervisor Teng
President Kaufman
Supervisor Newsom
Supervisor Ammiano
Supervisor Bierman
Supervisor Brown
Supervisor Katz
Supervisor Medina
Supervisor Yaki
Supervisor Yee
Clerk of the Board
Controller
Gail Feldman
Matthew Hymel
Stephen Kawa
Ted Lakey

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Act on Taken
MARKED CALENDAR

FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

DOCUMENTS DEPT.

APR 23 1998

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WEDNESDAY, APRIL 15, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE
ROOM 410

MEMBERS: SUPERVISORS MABEL TENG, BARBARA KAUFMAN, GAVIN NEWSOM

ABSENT: Supervisor Kaufman for action on Item 7.

CLERK: JONI BLANCHARD

REGULAR CALENDAR

1. File 98-0372. [Appropriation, Dept. of Public Works] Ordinance appropriating \$1,307,997, Department of Public Works, from General Fund Reserve to fund new street and sidewalk cleaning initiatives (anti-litter team program) and to create 37 new positions for fiscal year 1997-98; companion measure to File 98-0373. (Mayor Willie L. Brown, Jr., Supervisor Teng)

NOTE: Supervisor Teng added as co-sponsor.

ACTION: Hearing held. Amended on page 1, lines 1, 10, 13, 14, and 19 and on page 2, line 6 to replace "\$1,307,997" with "\$1,073,109"; amended on page 1, line 20 to replace "\$286,991" with "\$157,264"; amended on page 1, line 22 to replace "\$7,006" with "\$4,499"; amended on page 1, line 24 to replace "\$70,500" with "\$38,791"; amended on page 2, line 1 to replace "\$65,500" with "\$10,732"; amended on page 2, line 3 to replace "\$55,000" with "\$38,823"; amended on page 1, line 2 after "1997-98" to add "; contingent on approval of \$5.00 increase in street cleaning parking violations."; amended on page 2, beginning on line 23 to add "Section 3. This program will not take effect and funds will not be obligated or spent unless and until the City increases the fine for street cleaning parking violations by \$5.00 from \$25.00 to \$30.00." (See new title). Recommended as amended.

New Title: [Appropriation, Dept. of Public Works] Ordinance appropriating \$1,073,109, Department of Public Works, from General Fund Reserve to fund new street and sidewalk cleaning initiatives (anti-litter team program) and to create 37 new positions for fiscal year 1997-98; contingent on approval of \$5.00 increase in street cleaning parking violations; companion measure to File 98-0373. (Mayor Willie L. Brown, Jr., Supervisor Teng)

2. File 98-0373. [Salary Ordinance Amendment No. 19] Ordinance amending Ordinance No. 307-97 (Annual Salary Ordinance, 1997-98) reflecting the creation of 37 new positions in the Department of Public Works; companion measure to File 98-0372. (Mayor Willie Brown, Jr., Supervisor Teng)

NOTE: Supervisor Teng added as co-sponsor.

ACTION: Hearing held. Amended on lines 10 - 16 to change all "N" designations to "L" designations. Recommended as amended.

3. File 98-0477. [U.S. Postal Service License Renewal] Resolution authorizing and approving a license renewal for a one rack transmitter at the Central Radio Station and antennae space at Christmas Tree Point Tower to the United States Postal Service. (Real Estate Department)

ACTION: Hearing held. Recommended.

4. File 98-0508. [MOU, Unrepresented Employees] Ordinance fixing compensation for persons employed by the City and County of San Francisco whose compensations are subject to the provisions of Section A8.409 of the Charter, in classes not represented by an employee organization, and establishing working schedules and conditions of employment and methods of payment, effective July 1, 1998. (Department of Human Resources)

ACTION: Hearing held. Recommended.

5. File 98-0550. [Compensation] Ordinance adopting and implementing amendment number 2 to the Memorandum of Understanding between the Service Employees International Union, AFL-CIO, Locals 790, 535 and 2 and the City and County of San Francisco to add a 5% premium for 8202 Security Guards when performing the duties of 9209 Airport Police Service Aides at the Airport effective July 1, 1998. (Dept. of Human Resources)

ACTION: Hearing held. Recommended.

6. File 98-0510. [Health Service System Contributions] Resolution establishing monthly contribution to be made to the Health Service Trust Fund by the City and County, Unified School District and Community College District for fiscal year 1998-99. (Department of Human Resources)

ACTION: Hearing held. Recommended.

7. File 101-97-24. [Fire Department Overtime] Hearing to consider why the Fire Department has expended its entire fiscal year 1997-98 budget for overtime, what steps are being taken to curb abuses of overtime and disability pay and supplemental appropriation to allow the Fire Department to continue to pay firefighters through the end of the fiscal year. (Supervisors Kaufman, Leal)
(CHAIR MAY ENTERTAIN A MOTION TO CONTINUE THIS ITEM.)

ACTION: Consideration continued to the Call of the Chair.

SPECIAL ORDER - 2:30 P.M. (ITEMS 8 - 12)

8. File 107-97-4. [Indigent Adult Programs] Resolution approving the creation of three (3) new county programs (Personal Assisted Employment Services, County Assistance Linked to Medi-Cal and SSI Pending), to serve adult indigent San Francisco residents and changes to the existing General Assistance Program. (Mayor, Supervisor Teng)

ACTION: Hearing held. Recommended.

9. File 97-97-70. [CALM-Cash Assistance Linked to Medi-Cal] Ordinance amending the San Francisco Administrative Code by adding Article X to Chapter 20 thereto, encompassing Sections 20.100 to 20.124, to establish a Cash Assistance Program for individuals who are eligible for Medi-Cal due to age or disability, but who are not eligible for Supplemental Social Security Income (SSI). (Sets effective date of June 1, 1998). (Mayor, Supervisor Teng)

ACTION: Hearing held. Amendment of the Whole (with same title) adopted. Recommended as amended.

10. File 97-97-71. [PAES-Personal Assisted Employment Services] Ordinance amending the San Francisco Administrative Code by adding Article IX to Chapter 20, encompassing Sections 20.70 to 20.93, to create the Personal Assisted Employment Services Program to provide assistance in obtaining paid employment and a cash stipend for indigent adult residents of San Francisco. (Sets effective date for June 1, 1998). (Mayor, Supervisor Teng)

ACTION: Hearing held. Amendment of the Whole (with same title) adopted. Recommended as amended.

11. File 97-97-72. [SSIP-Supplemental Security Income Pending] Ordinance amending the San Francisco Administrative Code by adding Article XI to Chapter 20 thereto, encompassing Sections 20.200 to 20.225, to establish a Cash Assistance Program for individuals who are applying, or have been determined eligible for Social Security Income (SSI) but who have not begun to receive payments. (Sets effective date for June 1, 1998). (Mayor, Supervisor Teng)

ACTION: Hearing held. Amendment of the Whole (with same title) adopted. Recommended as amended.

12. File 97-97-73. [General Assistance Program] Ordinance amending Administrative Code by amending Section 20.56.6 to allow for rent payments up to the eligible client's otherwise eligible total monthly income and or assets rather than the monthly grant amount, Section 20.56.11 to exclude income tax refunds and payments made under foster care or FSET/GATES Programs from the calculation of available income resources, by adding Sections 20.56.16, 20.56.17 and 20.56.18 to comply with state law provisions regarding ineligibility for general assistance; by amending Section 20.57 to modify the amount and computation of General Assistance grants, Section 20.57.1 to provide that rent free housing shall be valued according to the income-in-kind chart in the California Code of Regulations rather than by fair market value, by adding Section 20.60.10 to make this ordinance operative upon commencement of PAES, SSIP, and CALM, and by making other amendments to change obsolete language. (Mayor, Supervisor Teng)

ACTION: Hearing held. Amendment of the Whole (with new title) adopted (See new title). Recommended as amended.

New Title: [General Assistance Program] Ordinance amending Administrative Code by amending Section 20.56.6 to allow for rent payments up to the eligible client's otherwise eligible total monthly income and or assets rather than the monthly grant amount, Section 20.56.11 to exclude income tax refunds and payments made under foster care or FSET/GATES Programs from the calculation of available income or resources, by adding Sections 20.56.16, 20.56.17 and 20.56.18 to comply with state law provisions regarding ineligibility for general assistance; by amending Section 20.57 to modify the amount and computation of General Assistance grants, Section 20.57.1 to provide that rent free housing shall be valued according to the income-in-kind chart in the California Code of Regulations rather than by fair market value, by adding Section 20.60.10 to make the grant level reduction operative upon commencement of PAES, SSIP, and CALM, and by making other amendments to change obsolete language. (Mayor, Supervisor Teng)

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

April 10, 1998 - DOCUMENTS DEPT.

APR 14 1998

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TO: Finance Committee

FROM: Budget Analyst *Recommendations for Meeting of*

SUBJECT: April 15, 1998 Finance Committee Meeting

Items 1 and 2 - Files 98-372 and 98-373

Department: Department of Public Works (DPW)

Item: **Item 1, File 98-372:** Ordinance appropriating \$1,307,997 for permanent salaries, fringe benefits, professional services, materials and supplies, and equipment to fund new street and sidewalk cleaning initiatives.

Item 2, File 98-373: Ordinance amending the FY 1997-98 Annual Salary Ordinance to reflect the creation of 37 new positions for the DPW.

Amount: \$1,307,997

Source of Funds: General Fund Reserve

Description: The Department of Public Works is requesting a supplemental appropriation (File 98-372), in the amount of \$1,307,997, to fund the creation of 37 new positions and related costs for four street and sidewalk cleaning initiatives.

The companion ordinance (File 98-373) would amend the FY 1997-98 Annual Salary Ordinance to add 37 new positions for the DPW.

According to Mr. Mark Primeau, the Director of Public Works, problems of dirty streets and sidewalks cannot be addressed consistently and on a daily basis with the current level of street cleaning workers and resources. Attachment A to this report is a table provided by DPW which shows the relationship between DPW staffing involved in street and sidewalk cleaning and the litter and debris tonnage for four fiscal years, beginning in FY 1984-85. As shown in Attachment A, between FY 1984-85 and FY 1997-98, litter and debris tons increased by 83.3 percent, from 24,000 tons to 44,000 tons. During the same time period, the number of permanent budgeted litter and debris removal worker positions increased by 4.1 percent, from 170 budgeted positions to 177 budgeted positions. When considering the total number of litter and debris removal workers, including the permanent DPW positions, the Sheriff's Work Alternative Program (SWAP) workers, and the Workfare participants, the total position increase was 14.3 percent, from 280 to 320.

DPW is requesting resources to establish a "Neighborhood Anti-Litter Team Program" composed of four new street and sidewalk cleaning initiatives, as follows:

Worker Development and Adopt-A-Block Program
Sidewalk Cleaning - Green Machine Sweeping
Increased Weekend Sheriff's Work Alternative Program
(SWAP) Cleaning
Neighborhood Anti-litter Team Crews

Attachment I lists (a) all existing positions by Classification and Annual Salary presently involved in street and sidewalk cleaning (b) all proposed 37 new positions by Classification and Annual Salary and (c) the total of all positions if this request is approved by Classification and Annual Salary. This schedule shows the total existing annual salary and fringe benefit costs, the proposed increase in annual salary and fringe benefit costs, and the total annual salary and fringe benefit costs if this request is approved. Presently, DPW expends \$9,389,136 annually on salary and fringe benefits for street and sidewalk cleaning with 177 positions. If this request is approved, DPW will spend \$10,983,305 annually for salary and fringe benefits with 214 positions, resulting in a 21 percent increase in positions.

In addition to the foregoing increase in budgeted positions, as shown in Attachment I, 40 SWAP workers would be assigned to sidewalk and street cleaning duties and 38 Adopt-A-Block workers would be assigned to such duties. Whereas the City would not incur additional costs by assigning SWAP workers to sidewalk and street cleaning duties, the salary and fringe benefit costs of 38 Adopt-A-Block workers (see following page) were to be funded by the Department of Human Services. However, DPW has decided not to appoint the 38 Adopt-A-Block workers until FY 1998-99. According to Ms. Marcia deVaughn of DPW, salaries and other costs of employing the Adopt-A-Block workers beginning in FY 1998-99 would be paid for by DPW.

Page 1 of Attachment II to this report is a graphic representation of the four street and sidewalk cleaning initiatives. Page 2 of Attachment II shows the planned deployment of Neighborhood Anti-Litter Team Crews in relation to the five Anti-Litter Team Areas. Descriptions of

each street and sidewalk cleaning initiative along with the appropriation and position request for each initiative, are as follows:

<u>Worker Development and Adopt-A-Block Program</u>	\$286,834
Start Date: May 1, 1998	10 Positions

The Worker Development and Adopt-A-Block Program is a program designed to (a) select and train up to 100 unemployed individuals to manually clean sidewalks and gutters (the Worker Development Phase), and (b) transition successful trainees into a primarily privately funded Adopt-A-Block Program. DPW plans to phase the Adopt-A-Block Program in over a four-year period. Adopt-A-Block sponsorships would be developed with private and/or corporate entities throughout areas of the City requiring special cleaning services. At the end of the four years or on approximately June 1, 2002, DPW plans for the private and/or corporate entities to assume responsibility for much of the Program. At that time, the four Classification 7415, General Laborer, positions requested for the Adopt-A-Block Program, would be eliminated.

In addition to improved cleanliness in the targeted areas, an expected benefit of the Worker Development and Adopt-A-Block Program is to develop employment skills and opportunities for disadvantaged citizens who are currently unemployed.

Funding in the amount of \$286,834 is being requested in order to establish the Worker Development and Adopt-A-Block Program by July 1, 1998.

<u>Sidewalk Cleaning - Green Machine Sweeping</u>	\$313,830
Start Date: April 1, 1998	5 Positions

The Sidewalk Cleaning - Green Machine Sweeping Program is a program to deploy seven additional Power Sweeper "Green Machines" to clean sidewalks and public areas, primarily in the high pedestrian traffic areas of the City. A Green Machine is diesel-powered driven vacuum sweeper vehicle for cleaning heavily soiled sidewalk areas (See graphic depiction in Attachment II). Presently, the Department has a fleet of nine Green Machines of which six

are operated five days per week. The remaining three Green Machines serve as spares. According to Mr. John Busher of DPW, the increased service levels, defined as areas serviced by the Green Machines, would result in a consistently evident improved level of cleanliness.

Another component of the Sidewalk Cleaning - Green Machine Sweeping Program would be increased servicing and maintenance of public litter receptacles by Sunset Scavenger and Golden Gate Disposal. According to Mr. Busher, approximately 3,000 of the City's 3,500 public litter receptacles are emptied once per day, seven days per week. The remaining 500 litter receptacles, primarily in the downtown area, are emptied twice daily, seven days per week. This proposed Program would increase the number of litter receptacles that are emptied twice daily, seven days per week, from 500 litter receptacles to 1,000 litter receptacles, in heavy use areas. Mr. Busher reports that approximately 80 percent of the City's 3,500 public litter receptacles, or 2,800 such receptacles, are located in the downtown area or in neighborhood commercial corridors.

Funding in the amount of \$313,830 is being requested in order to establish the Sidewalk Cleaning - Green Machine Sweeping Program by July 1, 1998.

<u>Increased Weekend (SWAP) Cleaning Program</u>	\$243,734
Start Date: April 1, 1998	5 positions

The Sheriff's Work Alternative Program (SWAP) is a Program for low-level offenders who fulfill their jail sentences by performing community work, such as street cleaning and cleaning buses instead of serving time in jail. City employees in City departments that employ their services supervise SWAP workers.

The SWAP Cleaning Program presently consists of two crews, of between five and seven SWAP workers per crew, employed in sweeping gutters and cleaning areas of heavy litter each weekday. The Increased Weekend SWAP Cleaning Program would increase the existing SWAP Cleaning Program to provide such cleaning on weekends. Presently there is no such program on weekends. The Program would use an additional 40 SWAP workers who would be deployed

BOARD OF SUPERVISORS
BUDGET ANALYST

in eight additional sweeping crews of five SWAP workers per sweeping crew, throughout the City. According to Mr. Busher, these additional weekend SWAP cleaning services are proposed in response to numerous citizen and business generated service requests clean areas of high litter and gutters on weekends.

Funding in the amount of \$243,734 is being requested in order to establish the Increased Weekend SWAP Cleaning Program.

Neighborhood Anti-Litter Team Crews

Start Date: April 1, 1998

\$463,597

17 Positions

The Neighborhood Anti-Litter Team Crews Program is a new Program being requested to increase street cleaning services by deploying mobile Anti-Litter Team Crews to respond to the problems of neglected neighborhood streets, sidewalks, and littered sites, on an as needed, City-wide, basis. Presently, there are no mobile Anti-Litter Team Crews in the City that are able to respond on a Citywide basis, on an as-needed basis. Mr. Busher reports that 15 Classification 7501, Street Environmental Service Worker Trainee positions and five crew-cab pickup/dump trucks would be organized into five Anti-Litter Teams, with three workers in each team.

To assist the Anti-Litter Team Crews, a front-loader packer truck, with one Classification 7355, Truck Driver, and one Classification 7514, Laborer, would service illegal dump sites and remove large debris items within the targeted areas.

Funding in the amount of \$463,597 is being requested in order to establish the Neighborhood Anti-Litter Teams Program.

File 98-373 would amend the Annual Salary Ordinance to create 37 new positions, as follows:

Memo to Finance Committee
 April 15, 1998, Finance Committee Meeting

<u>Positions</u>	<u>Class</u>	<u>Title</u>	Step 1 Biweekly- <u>Annual</u>	Step 5 Biweekly <u>Annual</u>
1	1371	Special Assistant XII	\$2,161-\$56,402	\$2,627-\$68,564
1	1446	Secretary II	\$1,352-\$35,287	\$1,638-\$42,751
5	7215	General Laborer Supv. I	\$1,355-\$176,825	\$1,642-\$214,280
1	7355	Truck Driver	\$1,484-\$38,732	\$1,890-\$49,329
15	AB01	Environmental Service Trainee	\$750-\$293,625	\$1,094-\$428,295
10	7514	General Laborer	\$1,243-\$324,420	\$1,506-\$393,060
4	8280	Environmental Control Officer	<u>\$1,326-\$138,432</u>	<u>\$1,607-\$167,768</u>
		Subtotal - Salaries	\$1,063,723	\$1,364,047
		Fringe Benefits (24%)	<u>255,293</u>	<u>327,371</u>
<u>37</u>		Total	\$1,319,016	\$1,691,418

As shown above, the annual cost of the requested 37 new positions would range from \$1,319,016 at Step 1, including salaries of \$1,063,723 and fringe benefits of \$255,293, to \$1,691,418 at Step 5, including salaries of \$1,364,047 and fringe benefits of \$327,371. Projected annual costs based on FY 1997-98 data are \$1,594,170 (see Attachment I). Attachment III, provided by DPW, contains a list of all 37 positions at the anticipated actual annual salary schedule at which such positions will be appointed. 15 positions would be appointed at Step 1, 20 positions would be appointed at Step 3, one position would be appointed at Step 4, and one position would be appointed at Step 5.

Budget:

The budget for the requested supplemental appropriation, for the three-month period of April 1, 1998, through June 30, 1998, is as follows:

37 New Positions	
Salaries	\$286,991
Premium Pay	7,006
Fringe Benefits @ 23.98 percent	70,500
Professional Services	65,500
Materials and Supplies	55,000
Equipment (Lease Purchase)	<u>823,000</u>
Total	\$1,307,997

An explanation for this \$1,307,997 request, including salaries for the period of April 1, 1998, through June 30, 1998, is as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

37 New Staff Positions

Attachment IV, provided by DPW, contains a detailed explanation and justification for each of the sidewalk and street cleaning positions being requested. This attachment also explains the nature and basis of the Premium Pay.

Professional Services (\$65,500)

Attachment V, provided by DPW, contains an explanation and justification for the rental of uniforms and vehicles that would be funded under the category of Professional Services. DPW intends to provide coveralls for each Adopt-A-Block worker on the basis of three changes each week at a cost of \$1.50 for each change (See Comment No. 4). DPW also intends to provide coveralls for each Green Machine worker on the basis of two changes per week at a cost of \$3.25 for each change. The remaining \$35,000 under Professional Services would be for a contract with a Tenderloin District nonprofit agency (See Comment No. 3).

Materials and Supplies (\$55,000)

Attachment VI, provided by DPW, includes a sample of materials and supplies required for sidewalk and street cleaning. Attachment VI also provides the basis of the calculation of this request of \$55,000.

Equipment (\$823,000)

Attachment VII, provided by DPW, contains a list of the equipment requested, the cost for each piece of equipment, and the planned use of each piece of equipment. Mr. Busher states that the requested equipment is required to adequately provide the desired level of sidewalk and street cleaning. Attachment VII also contains a schedule with Column No. 1 showing a list of the present number of each piece of existing equipment, with Column No. 2 showing a list of the proposed new equipment with prices for each new piece of equipment requested, and Column 3 showing the total number of each piece of equipment if this request is approved.

Comments:

1. Ms. deVaughn has provided the Budget Analyst with a memorandum, included as Attachment VIII to this report,

stating that the annualized cost of the proposed cleaning initiatives beginning in FY 1998-99 totals \$2,713,500. That total includes a budget allocation for DPW of \$1,751,545 for salaries, fringe benefits, materials and supplies, etc. The remaining \$961,955 would fund the costs of a non-profit agency to manage the Adopt-A-Block Transition to Employment Project. In Attachment VIII, Ms. deVaughn states that the annualized costs of \$2,713,500 would be fully financed from a \$5 increase in Mechanical Street Sweeping Fines from \$25 to \$30 under Section 37C of the City's Traffic Code. Such fines are imposed for parking violations during designated times of mechanical street sweeping operations. According to Ms. Tina Olson of DPW, the increases in fines are expected to become effective on May 1, 1998, subject to separate legislative approval by the Board of Supervisors. However, it should be noted that this entire subject request is to be financed by the General Fund. Any future parking fine increases would be subject to Board of Supervisors approval and the fine revenues for purposes of supporting annual ongoing costs would be subject to certification by the Controller. Attachment VIII also provides additional information on the operation of the Adopt-A-Block Program.

2. Mr. Busher has advised the Budget Analyst that the startup date for the Worker Development and Adopt-A-Block Program should be changed from May 1, 1998, to June 1, 1998. Mr. Busher has further advised that the startup date for (a) the Sidewalk Cleaning - Green Machine Sweeping Program, (b) the Increased Weekend SWAP Cleaning Program, and (c) the Neighborhood Anti-litter Team Crews should be changed from April 1, 1998, to May 1, 1998. Therefore, the requests for Permanent Salaries and other costs should be reduced as follows to reflect a starting date of May 1, 1998 instead of April 1, 1998:

<u>Category</u>	<u>Requested Amount</u>	<u>Recommended Amount</u>	Budget Analyst Recommended
			<u>Savings</u>
Salaries	\$286,991	\$157,264	\$129,727
Premium Pay	7,006	4,499	2,507
Fringe Benefits	70,500	38,791	31,709
Professional Services	65,500	47,530	17,970
Materials & Supplies	<u>55,000</u>	<u>38,823</u>	<u>16,177</u>
Totals	\$484,997	\$286,907	\$198,090

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. Busher advises that the Professional Services request of \$65,500 includes a request of \$35,000 to contract with a nonprofit organization to establish a Public/Private Partnership to improve cleanliness of public areas that DPW has decided not to implement at this time. Therefore, in accordance with the reductions specified in Comment No. 2 above, Professional Services should be reduced by an additional \$35,000 for a net recommended amount of \$12,530.

4. Ms. deVaughn advises that the Department has decided to defer bringing on the 38 Adopt-A-Block workers, shown in Attachment I to this report, prior to FY 1998-99. In accordance with that decision, Professional Services costs related to coveralls should be reduced by an additional \$1,798 in accordance with this Program deferral, for a net recommended amount of \$10,732 for Professional Services.

5. The 37 requested new positions are designated "L" or Limited Tenure positions in the proposed supplemental appropriation ordinance, File 98-372. However, those positions are not designated "L" positions in the proposed amendment to the Annual Salary Ordinance, File 93-373. The Budget Analyst recommends that four of the 10 Classification 7514 General Laborer positions be designated "L" in the proposed amendment to the Annual Salary Ordinance, because according to Mr. Busher, those four positions would be eliminated at the end of four years.

6. According to Mr. John Madden, Chief Assistant Controller, the General Fund allocation of \$823,000 for equipment would be reimbursed to the General Fund from available funds through the San Francisco Finance Corporation, a nonprofit corporation established to assist the City in capital asset acquisitions through the issuance of debt instruments, such as Certificates of Participation for lease purchasing.

7. The Finance Committee will begin consideration of the Mayor's recommended FY 1998-99 budget on June 1, 1998, which is only approximately six weeks away. Therefore, unless the Finance Committee agrees that the street and sidewalk cleaning initiatives are a higher priority than all other potential program initiatives, a decision on this request

should be deferred until the Finance Committee has had the opportunity to consider all requests for new programs during the forthcoming review of the Mayor's recommended FY 1998-99 budget. In that way, the Finance Committee would be able to determine its priorities for all new positions requested by all City Departments, in addition to the requested new positions for DPW. As explained in this report, this request is for 37 new positions and related costs, which would result in annual Permanent Salaries and Fringe Benefit costs of approximately \$1,594,170 annually, based on FY 1997-98 Salary data,

8. The Director of Public Works has provided the Budget Analyst with a written response to our draft report, which is included as Attachment IX. In his response, the Director of Public Works has requested the Budget Analyst withdraw Budget Analyst Recommendations 1, 2c (formerly 2d), and 2f as shown in the Recommendations Section of this report, based on the following comments made by the Director of Public Works:

DPW Comment

The Mayor has made the Street and Sidewalk Cleaning Initiatives Program a high priority, the Mayor wishes to see it implemented as soon as possible, and if the Program is delayed until consideration in the FY 1998-99 budget, Department of Public Works will be unable to implement Program until August or September at the very earliest;

Budget Analyst Response

As previously stated, the Budget Analyst believes that the Finance Committee may wish to defer consideration of this program initiative until it can be reviewed in connection with all other program initiatives during the Committee's review of the Mayor's recommended 1998-99 budget.

DPW Comment

The revenue generated from the \$5 increase on fines for mechanical street cleaning parking violations is targeted to be applied directly to the Street and Sidewalk Cleaning Initiatives Program and not for other General Fund purposes, and would therefore not compete with other General Fund programs for resources in FY 1998-98. Additionally, the Department responded as follows: "We sent you a copy of the Parking and Traffic Commission's Resolution 114-98-PTC to increase the fines by \$5 for street cleaning parking violations which states that the revenues are targeted to go directly to this program and not for other General Fund purposes. It is our understanding from Steve Kawa's Office that a Board of Supervisors Resolution will be forthcoming."

Budget Analyst Response

The subject request is funded 100 percent from the General Fund Reserve. We acknowledge that the intent of the DPW is to have an increase in fines, and not have the General Fund pay for the ongoing program costs. However, the legislation to increase Mechanical Street Sweeping Fines by \$5.00, from \$25 to \$30, which according to Department of Public Works would fully fund the requested Street and Sidewalk Cleaning Initiative Program, has not been approved by the Board of Supervisors. The Budget Analyst has not yet received such legislation and therefore has not analyzed the revenue impact of such pending legislation. The pending legislation to increase fines appears to be companion legislation to this subject request before the Finance Committee to approve \$1,307,997 in General Fund monies and to approve 37 new positions for DPW.

Recommendations: 1. In accordance with Comment No. 7 above, the decision to approve the street and sidewalk cleaning initiatives in advance of the Finance Committees review of all other program initiatives during the Committee's review of the Mayor's recommended 1998-99 budget is a policy matter for the Board of Supervisors. As previously noted, the annual financing of the proposed street and sidewalk cleaning initiatives, which are estimated to cost \$2,713,500 annually, is contingent on Board of Supervisors approval of future companion legislation to increase parking fines for mechanical street sweeping violations by \$5.00, from \$25 to \$30. The Budget Analyst has not yet received such legislation and has not analyzed the revenue impact of that legislation. As previously noted this subject request is funded entirely by the General Fund Reserve. Ms. Olson has advised the Budget Analyst that DPW now requests that the subject Cleaning Initiatives Program funding be placed on reserve pending approval of the \$5.00 fine increase for street cleaning parking violations.

2. If the Finance Committee decides that the streets and sidewalk cleaning initiative warrants approval in advance of its forthcoming FY 1998-99 budget review, then the Budget Analyst recommends the following amendments to the proposed legislation:

File 98-372

- a. In accordance with Comment No. 2, reduce the proposed ordinance by a total of \$198,090 in the categories shown, to reflect updated start dates.
- b. In accordance with Comment Nos. 3 and 4, reduce Professional Services by an additional \$36,798 (\$35,000 plus \$1,798) to \$10,732.

Memo to Finance Committee
April 15, 1998, Finance Committee Meeting

- c. A summary of Budget Analyst's recommended reductions is as follows:

<u>Category</u>	<u>Requested Amount</u>	<u>Recommended Amount</u>	Budget Analyst <u>Recommended Savings</u>
Salaries	\$286,991	\$157,264	\$129,727
Premium Pay	7,006	4,499	2,507
Fringe Benefits	70,500	38,791	31,709
Professional Services	65,500	10,732	54,768
Materials & Supplies	55,000	38,823	16,177
Equipment	<u>823,000</u>	<u>823,000</u>	<u>-0-</u>
Totals	\$1,307,997	\$1,073,109	\$234,888

- d. Reserve the recommended amount of \$1,073,109 as requested by DPW.

File 98-373

- e. In accordance with Comment No. 5, amend the Annual Salary Ordinance to designate as "L" positions, four of the ten Classification 7514 General Laborer positions.

	A	B	C	D	E
1					
2	Street Cleaning Litter and Debris				
3		- Staffing and Tonnage Comparisons			
4					
5	Service Areas and Tonnage	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
6		84/85	96/97	97/98	98/99
7					
8	Litter and Debris - Tons Removed	24,000	42,000	44,000	49,000
9					
10	Total Litter and Debris Removal Workers	280	282	320	500
11	DPW - Budgeted Workers	170	175	177	193
12	Workfare Participant Sweepers	90	90	100	100
13	SWAP and Project 20 Participants	10	15	19	54
14	Increased Sidewalk Cleaning	0	0	4	12
15	Litter Receptacle and Abandoned Waste	10	12	14	16
16	Neighborhood Beautification Projects	0	0	8	1
17	Adopt-A-Block - Transition to Employment	0	0	0	100
18	Neighborhood Anti-Litter Team	0	0	0	24

* This figure represents FTEs. The actual number of people for FY 98/99 will exceed 800.

Department of Public Works - Street and Sidewalk Cleaning Supplemental (Attachment I)

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DPW ESES

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FY 97/98 Positions in Street and Sidewalk Cleaning Operations

Positions:	Class	Title:	Salary Annual	Proposed New Positions	Salary Annual	FY 98/99 Proposed Staffing Levels	FY 98/99 Proposed Annual Salary	Increased Service/Cost % Comparison
0	1371	Special Asst XII (Program Manager)		1	\$61,439	1	\$61,439	
1	1426	Senior Clerk Typist	\$38,386			1	\$38,386	
1	1446	Secretary II	\$42,751	1	\$38,837	2	\$81,588	
32	7215	Laborer Supervisor I	\$1,362,770	5	\$194,576	37	\$1,557,346	
5	7281	Laborer Supervisor II	\$345,569			5	\$345,569	
42	7355	Truck Driver	\$2,071,818	1	\$49,329	43	\$2,121,147	
18	AB01	Environmental Service Worker	\$510,154	15	\$425,169	33	\$935,323	
72	7514	General Laborer	\$2,810,612	10	\$357,048	82	\$3,167,660	
6	8280	Environmental Control Officer	\$251,657	4	\$152,424	10	\$404,081	

Premium Pay (shift differentials)

\$139,388

\$7,006

\$146,394

Sub Total Salaries:

\$7,573,105

\$1,285,828

\$8,858,933

Fringe Benefits:

\$1,816,031

\$308,342

\$2,124,372

Budgeted Dollars Total:

\$9,389,136

\$1,594,170

\$10,983,305

16.98%

Budgeted Positions Total:

37

214

20.90%

Non Budgeted Alternative Workforce

19	SWAP (FTE)	40	59	210.53%
100	Workfare (FTE)	0	100	0.00%
0	Adopt-a-block (FTE)	38	38	38000.00%
119	Totals:	78	197	55.49%
296	Total Combined Labor Effort:	115	411	38.84%

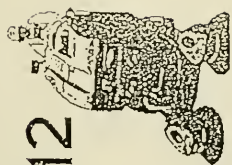
DEPARTMENT OF PUBLIC WORKS
SOLID WASTE DIVISION
SAN FRANCISCO, CALIFORNIA

Adopt-A-Block
Transition to Employment



1,000

Receptacles
Serviced Twice a Day



Green Machine



Neighborhood Anti-Litter Teams
EACH Assigned to One of Five Districts

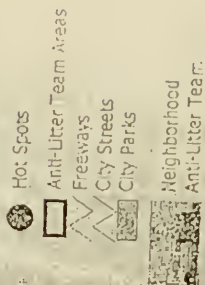


DPW Managers Commitment to Keeping San Francisco Clean

January 28, 1998

Neighborhood Anti-Litter Program

Department of Public Works
City & County of San Francisco



Source: Department of Public Health,
Office of Civil Liberties, 1600
University of California, Berkeley, CA 94720.



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Department of Public Works - Street and Sidewalk Cleaning Supplemental (Attachment IV)

NEW STAFF POSITIONS

Worker Development and Adopt-a-Block Program

<u>Positions</u>	<u>Class</u>	<u>Title</u>
1	1371	Special Assistant XII

This person will be the program manager and coordinator for the Adopt-a-Block Program and will be responsible for designing a program that is specialized, customized, and responsive to the needs of a variety of neighborhoods and business districts in the following areas: enforcement of litter laws, sidewalk cleanliness and steamcleaning, graffiti eradication, and removal of illegal dumping..

Using a pick-up truck, this individual will visit and meet with merchants, merchant groups, neighborhood organizations, property owners, residents, and others interested in a cleaner environment. An important component of this program is working actively to change the current community mind-set from one of reliance on government services to one of assuming individual responsibility.

Special emphasis will be placed on education outreach and developing a public/private partnership that will result in the establishment of a viable, on-going program that will be assumed by the community on a privately-funded basis.

<u>Positions</u>	<u>Class</u>	<u>Title</u>
1	1446	Secretary II

This person will provide clerical support of a complex and confidential nature to the 1371 Special Assistant XII and ensure proper processing and flow to documents and actions relating to the Adopt-a-Block Program.

<u>Positions</u>	<u>Class</u>	<u>Title</u>
4	8280	Environmental Control Officer

Driving a pickup truck, persons in this position will patrol assigned areas of the city as determined by the Adopt-a-Block Program Coordinator (1371 Special Assistant XII), meeting with and educating merchants, community groups, and other members of the public in their responsibilities relating to clean and trash-free sidewalks and streets. Although the emphasis will be on gaining cooperation through education, warnings and citations will be issued, if appropriate.

As front-line personnel, these 8280's will be partners with the Program Coordinator in changing attitudes and behaviors on the part of the public.

<u>Positions</u>	<u>Class</u>	<u>Title</u>
4	7514	General Laborer

These General Laborers will drive City vehicles (pick-ups) to convey materials and support services to Adopt-a-Block sites and remove debris and trash for proper disposal from those sites for proper disposal.

Sidewalk Cleaning - Green Machine Sweeping

<u>Positions</u>	<u>Class</u>	<u>Title</u>
5	7514	General Laborer

These persons will collect and dispose of garbage, trash, and debris left on the City sidewalks and public areas using a "green machine" (small hand-operated power sweeper).

The green machines will be used to support the Adopt-a-Block and Neighborhood Anti-Litter Team Programs.

Increased Weekend Sheriff's Work Alternative (SWAP) Cleaning Program

<u>Positions</u>	<u>Class</u>	<u>Title</u>
5	7215	Laborer Supervisor I

Persons in these positions will operate crew cab/pickup trucks and supervise an additional 40 SWAP participants in collecting and disposing of garbage, debris, and trash left on City streets; completing and filing forms relating to these activities, driving participants to and from work sites, and issuing equipment and supplies.

The SWAP participants will play an important role in providing additional weekend cleaning in areas that tend to collect high volumes of litter.

Neighborhood Anti-Litter Team Program

<u>Positions</u>	<u>Class</u>	<u>Title</u>
15	7501	Environmental Service Worker

Working on five crews (three 7501's per crew), these persons will be responsible for providing routine cleaning and removing illegal dumping, garbage, debris, and trash from City streets and sidewalks. They will also respond to City-wide streetcleaning emergencies on an as-needed basis.

<u>Positions</u>	<u>Class</u>	<u>Title</u>
1	7514	General Laborer

This person will be responsible for assisting the packer driver (7355) in collecting piles of debris, mattresses, sofas, construction materials and other large-size items identified by the Neighborhood Anti-Litter Teams.

<u>Positions</u>	<u>Class</u>	<u>Title</u>
1	7355	Truck Driver

This person will operate a front end loader/packer truck to collect piles of debris, mattresses, sofas, construction materials, and other large-size items identified by the Neighborhood Anti-Litter Teams.

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Department of Public Works - Street & Sidewalk Cleaning Supplemental (Attachment V)

Professional and Contractual Services Description and Explanations:

Worker Development and Adopt-A-Block Program:

Contractual services related to the Worker Development and Adopt-A-Block Program are specifically for the rental of uniforms/coveralls. A large part of the success of the program will come from the viability of the workers by property owners and businesses in the target areas. Assumed in the costs is that each worker will be provided with three changes each week of the coveralls at a cost of \$1.50 each change.

				FY 98/99 Annual Budget	FY 97/98 Startup
Contractual Services:					
Uniform/Coveralls (week)	52	4.50	38	8,892.00	1,482.00
Uniform/Coveralls (Replacement)	2	25.00	38	1,900.00	316.67
Contractual Services Total:				10,792.00	1,798.67

Expanded Sidewalk Cleaning / Green Machines:

Contractual services related to the Expanded Sidewalk Cleaning and Green Machine Operation is to cover the cost for rental of uniforms for the Green Machine operators.

				FY 98/99 Annual Budget	FY 97/98 Startup
Contractual Services:					
Uniform/Shirt & Pants (week)	52	6.50	5	1,690.00	281.67
Uniform/Replacement Costs	2	25.00	5	250.00	250.00
Contractual Services Total:				1,940.00	531.67

Increased Weekend SWAP Cleaning:

Contractual services related to the Increased Weekend SWAP Cleaning activities is directly related to the time lag in delivery to the Crew-cab Pickup trucks being purchased for this project. The four (4) month lag will require the use of rental crew trucks. Two months as part of the FY 97/97 funded supplemental and two months from the FY98/99 Budget.

				FY 98/99 Annual Budget	FY 97/98 Startup
Contractual (Truck Rental 4 Months)					
	2	1,020.00	6	10,200.00	10,200.00
Professional and Contractual Services Total:					
				22,932.00	12,530.33

Department of Public Works - Street & Sidewalk Cleaning Supplemental (Attachment VI)

Materials and supplies used within the increased cleaning service areas are as follows:

Worker Development and Adopt-A-Block Program:

Materials & Supplies Descriptions:	Units	Unit Cost	# of Workers	Annual Budget	FY 97/98 Startup
Push Brooms (sets)	8	15.00	38	3,420.00	570.00
Plastic Bags (case/250)	20	15.00	38	11,400.00	1,900.00
Bag Scoops	4	25.00	38	3,800.00	633.33
Storage Shed (Tool Box)	1	500.00	38		19,000.00
Work Gloves (doz.)	2	10.00	38	760.00	126.67
Safety Vests	4	4.00	38	608.00	101.33
Safety Vest (Cleaning)	52	0.75	38	1,482.00	247.00
Raingear	1	10.00	38	380.00	63.33
Cleaners	1	14.00	38	532.00	88.67
ECO Uniforms	1	1,200.00	4	4,800.00	4,800.00
Material & Supplies Total:				27,182.00	27,530.33

Contractual Services:

Uniform/Coveralls (week)	52	4.50	38	8,892.00	1,462.00
Uniform/Coveralls (Replacement)	2	25.00	38	1,900.00	316.67
Contractual Services Total:				10,792.00	1,788.67

Expand Sidewalk Cleanliness / Green Machines:

Materials & Supplies Descriptions:	Units	Unit Cost	# of Workers	Annual Budget	FY 97/98 Startup
Plastic Bags (case/100)	20	15.00	5	1,500.00	250.00
Work Gloves (doz.)	2	10.00	5	100.00	16.67
Safety Vests	6	10.00	5	300.00	50.00
Raingear	2	10.00	5	100.00	16.67
Green Machine Replacement Filters (1x6weeks)	9	67.50	5	3,037.50	506.25
Replacement Brushes (2xmonth)	24	37.50	5	4,500.00	750.00
Cleaners (1 gal/day)	250	14.00	5	17,500.00	2,916.67
Harps Container/Plier	1	20.00	5	100.00	16.67
and Cleaners (1xWeek)	52	2.00	5	520.00	88.67
Material & Supplies Total:				27,857.50	4,609.58

Contractual Services:

Seed Funding for Tendeloin Pilot Project		35,000.00			35,000.00
Uniform/Shirt & Pants (week)	52	6.50	5	1,690.00	281.67
Uniform/Replacement Costs	2	25.00	5	250.00	250.00
Contractual Services Total:				1,940.00	35,531.67

Increased Weekend SWAP Cleaning:

Materials & Supplies Descriptions:	Units	Unit Cost	# of Workers	Annual Budget	FY 97/98 Startup
Push Brooms (sets)	4	15.00	40	2,400.00	400.00
Plastic Bags (case/250)	10	15.00	40	6,000.00	1,000.00
Bag Scoops	4	25.00	40	4,000.00	666.67
Work Gloves (1doz/mo/worker)	12	10.00	40	4,800.00	800.00
Safety Vests	4	10.00	5	200.00	33.33
Raingear	1	10.00	5	50.00	8.33
Harps Container/Plier	2	20.00	5	200.00	33.33
Pickup Sticks	2	25.00	40	2,000.00	333.33
Hand Cleaners (1per crew/day)	250	2.00	5	2,500.00	416.67
Hand Tools (Rakes, Shovels, Scoop Shovel)	2	35.00	40	2,800.00	466.67
Material & Supplies Total:				24,950.00	4,158.33

Contractual (Truck Rental 4 Months)	2	1,026.00	5	10,200.00	10,200.00
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Neighborhood Anti-Litter Teams:

Materials & Supplies Descriptions:	Units	Unit Cost	# of Workers	Annual Budget	FY 97/98 Startup
Push Brooms (sets)	12	15.00	15	2,700.00	450.00
Plastic Bags (case/250)	52	15.00	5	3,900.00	850.00
Bag Scoops	6	25.00	15	2,250.00	375.00
Work Gloves (1doz/mo/worker)	4	10.00	15	600.00	100.00
Safety Vests	8	10.00	15	800.00	150.00
Raingear	2	10.00	15	300.00	50.00
Harps Container/Plier	2	20.00	5	200.00	33.33
Pickup Sticks	6	25.00	5	750.00	125.00
Hand Cleaners (1per crew/day)	250	2.00	5	2,500.00	416.67
Hand Tools (Rakes, Shovels, Scoop Shovel)	6	35.00	5	1,050.00	175.00
Material & Supplies Total:				15,150.00	2,525.00

Grand Total Materials & Supplies:				94,939.50	38,823.25
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Contractual Services Total:				22,932.00	47,530.33
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Public Works - Street and Sidewalk Cleaning Supplemental (Attachment VII)

Similar Equipment Types
of Units used in
Street & Sidewalk
Cleaning Operations

of Units
Being
Requested

Total Units
When
Approved

Equipment Description:

Unit
Price

Additional Equipment Planned Use:

Budget

40	4	44	3/4 Ton Pickup w/Dump	22,000	Used by Laborer to remove debris from Adopt-A-Block worker areas and to facilitate and coordinate materials and supplies delivery to sites.	\$88,000
11	4	15	Mini Pickup/cab	20,000	Used by the Environmental Control Officers in their meeting, educational and enforcement efforts with merchants, business and community groups as part of the Adopt-A-Block Program.	\$80,000
9	7	16	Green Machine Sweepers	30,000	The seven Green Machine Sweepers are needed to support the five additional route assignments staffed by five (5) 7514 Laborers. The two spare units are needed to cover the 30% downtime service and maintenance factor.	\$210,000
15	10	23	1 Ton Streetcab Pickup/Dump	30,000	Five crewcab pickups will be operated to deploy 40 additional SWAP debris to sweep and clean street and off-street areas.	\$300,000
3	1	3	Front-end Loader Dump Truck (Replacement / 18 Year Old)	145,000	Five crewcab pickups for the five anti-litter teams dispatched to targeted neighborhood areas to sweep and remove accumulated debris, litter and illegally dumped debris. Each truck will be staffed by a crew of three (3) Environmental Service Workers.	\$145,000
78	26	103	Totals			\$921,000

NOTE - The existing equipment listed is deployed in the following manner: 40 - 3/4 Ton Pickups: 18 to Mechanical Sweeping Controlled Parking Routes; 10 to Litter Pickups (8 days, 2 nights); 4 to Sidewalk Sweeping; 2 to Environmental Control; 1 to Steam Cleaning Supervision (rights); 1 to Special Projects/Litter Reduction/Day Steam Cleaning Supervision; 2 Steam Cleaning (days); 2 Spares (unless in the shop). Normally 3 to 4 units are in the shop forces us to drop or double up personnel on some assignments. 11 - Mini Pickups & cab/cab: 5 to Street Cleaning Supervisor (rights); 4 to Environmental Control Officers; 1 Mechanical Sweeping / Routing & Mapping; 1 to Dispatch Serv. 9 - Green Machines: 7 assigned to routes with 2 serving as spares. 15 Crew Cab pickup/dumps: 12 to Workfare; 3 to SWAP, (plus 3 rental crew cab pickups for Workfare). 3 - Front-end Loader Dumps: 1 to illegal dumping removals; 1 to remove sweeper piles, and assist with illegal dumping removal (50% Shift); (1 Spare).

Adopt-a-Block: Transition to Employment Project

The annualized cost of the Cleaning Initiatives proposed by the Department of Public Works for FY 1998-99 totals \$2,713,500. Of this amount, DPW will receive a budget allocation of \$1,751,545. The balance of \$961,955 will be committed to contractual services for management of our Adopt-a-Block Transition to Employment Project. The on-going costs of the cleaning initiatives for FY 1998-99 will be fully supported by a \$5 increase in fines for Section 376 traffic violations (illegal parking during hours designated for mechanical street sweeping). The fine increase will generate a total of \$2,713,500. The amount available next year is based on a 75% collection rate of \$3,618,000, anticipated as a result of the increase in parking fines.

The Transition to Employment Project is a joint effort by the Department of Public Works and the Department of Human Services. If funding is approved, DPW and DHS will jointly issue an RFP for response by non-profit, community-based organizations. The Transition to Employment Project will be designed to provide project participants with the job skills and transitional work experience needed to become employable in general cleaning services industries, including the City's Bureau of Street Environmental Services. This program will augment the street cleaning efforts of DPW by providing a supplementary level of cleaning on sidewalks and business frontage areas that are private sector maintenance responsibilities.

It is envisioned that business associations and community groups will recognize the value of these additional maintenance services in their area. DPW will actively promote the Adopt-a-Block concept to merchants and interested neighborhood associations. As partnerships are created to support the Adopt-a-Block Program, ongoing employment as Adopt-a-Block workers will also be available through private sector funding.

The DHS will refer persons currently on public assistance or experiencing homelessness to the selected non-profit for screening, employment, and supervision. The non-profit will hire a job development coordinator to work with project participants to facilitate their transition to permanent employment. DHS will monitor the job development and personnel evaluation activities of the non-profit.

Program participants will be assigned to a maintenance area to keep free of litter and other debris. DPW will monitor the program, inspect the maintenance area, and remove bags of litter and debris. DPW will also provide the selected non-profit organization with uniforms, safety equipment and supplies.

The RFP will allow respondents flexibility in how they propose to manage the project. However, DPW and DHS have established a \$7.50/hr wage for persons assigned to cleaning maintenance areas, and a \$10.00/hr wage for persons supervising the day-to-day cleaning activities of project participants. The project participants not eligible for Medi-Cal will be provided health benefits through arrangements with the Department of Public Health. Public assistance recipients entering this project will continue to receive other benefits to which they are entitled, such as child care and transportation expenses.

City and County of San Francisco



Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect



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<http://www.sfdpw.com>

Department of Public Works
Office of the Director
875 Stevenson Street, Room 410
San Francisco, CA 94103-0934

March 31, 1998

VIA FAX

Mr. Stan Jones
Budget Analyst
1390 Market Street, Ste 1025
San Francisco, CA 94103

Subject: Recommendations for DPW's New DPW Street and Sidewalk Cleaning
Initiatives: Anti-litter Team Program Supplemental Appropriation Request

Dear Mr. Jones *Stan*

Thank you for the opportunity to respond to your draft report to the Finance Committee on DPW's Anti-litter Team Program Supplemental Appropriation. Both DPW and the Mayor consider this program critical in establishing a noticeably improved level of cleanliness on the streets and sidewalks in San Francisco. Thus, as described below, I am very concerned that some of your recommendations will severely limit our ability to deliver this program as it is currently envisioned. I hope you consider the additional information provided below, and delete recommendations 1, 2c, and 2d.

Recommendation 1: "... continue the proposed ordinances to the Call of the Chair pending an evaluation in the forthcoming annual budget review of the Mayor's recommended FY 1998-99 budget pertaining to all new requested General Fund positions in all Departments, including the subject 37 new General Fund positions for DPW"

Due to the current state of the City's streets and sidewalks, the Mayor has made this program a high priority and wishes to see it implemented as soon as possible. If we wait until the FY 1998-99 budget, we will be unable to implement it until August or September of 1998 at the very earliest. In addition, the revenue generated from the \$5 increase on fines for street cleaning parking violations is targeted to go directly to this program and not for other General Fund purposes (see attached Parking and Traffic Resolution 114-98-PTC). Therefore, this program will not compete with other General Fund programs for resources in FY 1998-99. Finally, through this supplemental appropriation, the Board of Supervisors has more of an opportunity to focus solely on the merits of this program than it will during the FY 1998-99 budget when it will have hundreds of new budget initiatives to examine in a short period of time.

There is tremendous support throughout the City from neighborhood groups, merchants, and citizens who are eager to clean the City. To meet this expectation, our intent is to implement this program as soon as possible.

Mr. Stan Jones
Budget Analyst's Office
March 31, 1998
Page 2

Recommendation 2c: "In accordance with Comment No. 7, reduce Equipment by \$150,000 from \$823,000 to \$673,000."

The additional SWAP sweeping services proposed in this supplemental are intended to cover shortages in services performed on Fridays, Saturdays, Sundays, and Mondays. The Bureau of Street Environmental Services (BSES) currently has a fleet of 15 crewcab pickup/dump trucks used in street and sidewalk cleaning operations supplemented with three rental crewcab pickup trucks for a total of 18 trucks available at BSES. On average, there are usually two trucks down on any given day which means we have 16 trucks available on a daily basis. We use these trucks to service the Workfare sweeping operations that consists of 15 to 18 cleaning crews on Monday through Saturday and five crew on Sundays (M/T = 16, W/T = 18, F/SA = 15 and SU = 5). We use one truck to service each Workfare crew. Thus, except on Sundays, it would impossible to use BSES's current fleet to service the proposed additional SWAP services and we would therefore be unable to sustain a reduction of five trucks and implement the expanded SWAP Program. The additional 10 trucks we are requesting will give us a total of 28 trucks at BSES which will permit us to implement our existing programs and the proposed Adopt-A-Block and the Neighborhood Anti-litter Teams.

Recommendation 2d: "In accordance with Comment No. 8, based on a start date of June 1, 1998. Reduce funding for Permanent Salaries by \$8,871, composed of \$5,267 for one Classification 1371, Special Assistant XII, and \$3,604 for one Classification 1446, Secretary II. Associated fringe Benefits should be reduced by \$2,200."

The Worker Development and Adopt-A-Block Programs are stand alone programs that will require the full-time attention of a Program Manager, such as the requested 1371 Special Assistant XII position, and one clerical support person to achieve the Programs' goals. These goals include; (1) providing outreach to the business community to encourage them to participate in the Adopt-A-Block Program, and (2) oversee the contract with the non-profit organization to ensure their program is successfully cleaning the City's streets and sidewalks. In addition, the 1371 would supervise the four Laborers and the four Environmental Control Officers (ECOs) for a total of eight staff. We need a Program Manager person who is directly accountable for the successful implementation of this Program, otherwise it may not achieve its goals.

Mr. Stan Jones
Budget Analyst's Office
March 31, 1998
Page 3

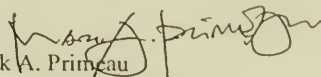
In addition, as described in the table below, the BSES only has 13 management and support staff positions to oversee and support 392 line staff or a ratio of 1:30. These line staff implement the Department's current street and sidewalk cleaning programs as well as landscape maintenance and graffiti abatement programs with a total annual budget of \$25.5 million. Clearly, it would be infeasible for these 13 people to absorb all of the additional responsibilities of the proposed Adopt-A-Block Program.

Management and Support Staff	Line Operations Supervision	City Paid Workers F/T & P/T	Alternative Workers (Workfare & SWAP)	Total FTE Non-Admin
13	56	214	122	392

Conclusion

In summary, we would not be able to implement the new Adopt-A-Block, Neighborhood Anti-litter Teams, and SWAP programs as proposed in the supplemental appropriation quickly or comprehensively if the Board of Supervisors adopts recommendations 1, 2c, and 2d contained in your draft report. This will not be in the best interest of San Francisco's citizens. Therefore, based on the arguments presented above, I urge you to delete these recommendations from your report. If you have any questions, please contact John Busher of my staff at 695-2141.

Sincerely,


Mark A. Primeau
Director of Public Works
and City Architect

cc: John Busher
Marcia deVaughn
Mel Baker

Management/Administrative Positions	Initial Recommendation	Proposition A Already Deleted	Inconsistent Classification	Revenue Producing	Reasons for Adjustments			Former Contract Positions	Other	Remaining Recommendations
					Legislative Mandates	From Other Departments				
Health Department	21									21
Municipal Railway	10				1	2			4	3
Public Works	25				3	3		11		14
Fire Department	7				3					4
Social Services	5				3					2
Recreation and Park	3		3							0
Trial Courts	11		7		1	1		1		1
District Attorney	5		3							2
Juvenile Probation	5									5
Purchaser	3	2								1
City Attorney	11		8		1					2
Treasurer-Tax Collector	2			1						1
Human Resources	9									9
Adult Probation	2		2							0
Assessor	1			1						0
Mayor	24		16				8			0
Electricity	12	1	8				2			1
Chief Administrative Officer	26						2	1	23	0
Human Rights Commission	3	1	2							0
Rent Arbitration Board	1		1							0
Management/Administrative Support Totals	186	4	50	2	12	4	21	27		66
Office/Clerical Positions	Initial Recommendation	Proposition A Already Deleted	Inconsistent Classification	Revenue Producing	Reasons for Adjustments			Former Contract Positions	Other	Remaining Recommendations
					Legislative Mandates	From Other Departments				
Municipal Railway	59									0
Police Department	42		29							13
Public Works	32					4	12			24
Fire Department	3				2					1
Assessor	3	3								0
Electricity	3					3				0
Office/Clerical Position Totals	142	3	29	0	2	-1	12	0		38

Recommendations

Position/Savings Recommendations

<u>Department</u>	<u>Number of Positions</u>	<u>Average Annual Salary</u>	<u>Associated Fringe Benefits</u>	<u>Approximate Salary Savings</u>
<u>Management/Administrative Positions</u>				
Health Department	21	\$63,249	\$11,657	\$1,573,022
Municipal Railway	3	63,804	11,759	226,689
Public Works	14	64,732	11,930	1,073,270
Fire Department	4	75,225	13,864	356,356
Social Services	2	60,695	11,186	143,762
Trial Courts	1	67,611	12,461	80,072
District Attorney	2	82,436	15,193	195,258
Juvenile Probation	5	53,714	9,899	318,067
Purchaser	1	67,804	12,496	80,300
City Attorney	2	95,190	17,544	225,467
Treasurer-Tax Collector	1	60,567	11,162	71,729
Human Resources	9	67,218	12,388	716,456
Electricity	<u>1</u>	69,977	12,897	<u>82,874</u>
<i>Subtotal: Management/Administrative</i>	<u>66</u>			<u>\$5,143,323</u>
<u>Office and Clerical Positions</u>				
Police Department	13	\$35,024	\$6,455	\$539,226
Public Works	24	29,557	5,447	840,105
Fire Department	<u>1</u>	33,134	6,107	<u>39,241</u>
<i>Subtotal Office and Clerical</i>	<u>38</u>			<u>\$1,418,571</u>
Total Position Recommendations	<u><u>104</u></u>			<u><u>\$6,561,894</u></u>

Item 3 - File 98-477

Department: Real Estate Department
Department of Telecommunications and Information
Services (DTIS)

Item: Resolution authorizing and approving a license renewal for the U. S. Postal Service for (a) a one rack transmitter at the City's Central Radio Station located on Twin Peaks, and (b) antennae space at Christmas Tree Point Tower located on Twin Peaks.

Location: Twin Peaks

Purpose of License: Operation by the United States Postal Service (USPS) of its postal inspection service communications equipment.

Licensee: U. S. Postal Service

Licensor: City and County of San Francisco

Rental Cost: \$1,200 per month or \$14,400 per year. The rental cost would increase by a three percent annually, each year during the term of the five-year lease.

Increase (Decrease)

From Prior Lease: Increase of \$450 per month

**Utilities and
Services:** Not Applicable

Term of Lease: Five years, retroactive to January 1, 1998, ending December 1, 2002.

Description: Since 1988, the United States Postal Service has occupied space at (a) the Central Radio Station (CRS) for the operation of its postal inspection service communications equipment, and (b) the Christmas Tree Point Tower (Tower) for placement of its radio antennae. The CRS and the Tower are located on Twin Peaks.

The proposed resolution would authorize and approve a license renewal for a one-rack transmitter, which is a framework measuring approximately two feet by two feet containing radio transmission components and space for two whip style antennae,¹ which are used for transmitting radio signals. According to Mr. Tony Delucchi, the Director of Property, the subject premises on Twin Peaks are made available only to local, State, and Federal governmental agencies, for security reasons, because DTIS and other governmental agencies maintain sensitive equipment on the premises.

Comments:

1. According to Mr. Delucchi, because of the provision restricting lease of the subject space to governmental agencies, it is not practical to competitively bid the subject space. Mr. Delucchi has stated that it is in the best interest of the City to renew this license agreement with the U.S. Postal Service, based on a sole-source negotiation.

2. According to Mr. Delucchi, the proposed rent of \$1,200 per month represents fair market value.

Recommendation: Approve the proposed resolution.

¹ Similar to vehicle radio antennae in design.

Item 4 – File 98-508

Department: Department of Human Resources (DHR)

Item: Ordinance (a) fixing the schedules of compensation levels and (b) establishing working schedules and conditions of employment for persons employed by the City and County of San Francisco whose compensations are subject to the provisions of Section A 8.409 of the Charter, in classes not represented by an employee organization, and establishing working schedules, conditions of employment, and methods of payment, effective July 1, 1998.

Description: The proposed ordinance would fix compensation levels and establish working schedules and conditions of employment for 101 classifications consisting of 398 unrepresented employees of the City and County. Such compensation levels and working schedules are negotiated annually for unrepresented employees, including positions designated as "A", or unclassified positions, and various other positions. The proposed ordinance is for the one-year period from July 1, 1998 through June 30, 1999.

This report, as well as the cost analysis from the Controller's Office, pertains only to the fiscal provisions of the subject ordinance which have changed from the previously approved ordinance for unrepresented employees in FY 1997-98. These fiscal changes include the following:

Section 2.0 Wage Rates

- Effective July 1, 1998, a salary increase of 2 percent.
- Effective December 26, 1998, a salary increase of 1.5 percent.

The Controller's Office estimates that these two salary increases will result in increased costs to the City in FY 1998-99 of \$638,321 for salaries plus related fringe benefits and ongoing annual costs of \$810,326.

Section 5 Internal Adjustments

Under the proposed ordinance, 0.3 percent of the total annual payroll cost for FY 1998-99 for the subject employees covered by this ordinance, or an estimated \$57,467 would be made available to pay for internal adjustments to wage rates as determined by DHR. According to Ms. Alice Villagomez of the DHR, for FY 1997-98, no amount was set aside for internal adjustments to wage rates for the subject unrepresented employees. Ms. Villagomez reports that the purpose of the proposed set aside is to create a Fund for potential internal adjustments for the subject unrepresented employees, the amount and number of which, if any, will be determined by DHR following an evaluation of salary relationships. The Controller's Office estimates that the maximum potential cost of the internal adjustments at 0.3 percent of the total FY 1998-99 payroll costs for the subject unrepresented positions is \$57,467, with ongoing annual costs of \$59,551.

Section 16 Standby and Pager Pay

Currently, employees who are required to standby when normally off duty, in order to be immediately available for emergency service, are paid standby pay at the Federal Minimum Wage rate, which is \$5.75 per hour, for the period of such standby service. Currently, according to Ms. Villagomez, none of the subject unrepresented positions are required to be on standby. However, under the proposed ordinance, should the subject unrepresented employees be required to standby, such employees would be paid 25 percent of their regular straight time pay for the period of such standby service. Additionally, the proposed ordinance would authorize payment for those employees who are required to be provided with and to carry an electronic paging device, at 10 percent of their regular straight time pay for the period they are required to be wear and respond to such an electronic paging device. The Controller's Office estimates that, at this time, there would be no fiscal impact from Standby and Pager Pay in FY 1998-99.

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Section 31 Tuition Reimbursement

Under the proposed ordinance, the City would allocate a total of \$10,000 for a Tuition Reimbursement Program. Classes which enhance an employee's work skills and which are approved by the employee's Appointing Officer qualify for tuition reimbursement, which shall not exceed \$500 per employee for the one-year period of this ordinance. Currently, no tuition reimbursement is provided to unrepresented employees.

Section 34 Life Insurance

Under the proposed ordinance, the City shall provide life insurance in the amount of \$50,000 for unrepresented department heads as well as employees in AB44 Confidential Chief Attorney II. Currently, no life insurance is provided to any unrepresented employees. The Controller's Office estimates that the cost of this life insurance benefit would be \$1,620 for FY 1998-99.

**Fiscal Impact
Summary:**

In summary, as shown in the Attachment provided by the Controller's Office, the Controller estimates that the proposed ordinance would result in an increase of \$707,407 for salaries and for the other provisions as described above in FY 1998-99 and \$881,497 in ongoing annual costs. The ongoing costs represent an increase of approximately 4.3 percent over the current contract. The Budget Analyst concurs with the Controller's estimate of the costs of this proposed ordinance.

Comment:

1. According to Ms. Villagomez, the following fiscal provisions for unrepresented employees for FY 1998-99 remain unchanged from what was provided under the previously approved ordinance for unrepresented employees in FY 1997-98: bilingual pay, acting assignment pay, wage differential between the Project Manager classifications and their related professional engineering classifications, premium pay for night duty, and City pickup of the employee's portion of retirement contributions. Therefore, the Controller and the Budget Analyst concur that these provisions would not result in incremental cost increases for FY 1998-99.

2. Although none of the unrepresented positions subject to this ordinance are required to standby or wear pagers, Ms. Villagomez reports that DHR included the provisions regarding standby and pager pay to this proposed ordinance in order to have a consistent DHR provision regarding such standby and pager pay in all bargaining units.

3. The Budget Analyst notes that, normally, internal adjustments are approved by the Board of Supervisors for specific classifications, subsequent to a report being submitted to the Board of Supervisors identifying each internal adjustment. Under this proposed ordinance, aside from approving a 0.3 percent set aside of the subject FY 1998-99 payroll, resulting in an estimated cost of \$57,467 for internal adjustments, the Board of Supervisors would have no control over (a) which positions receive internal adjustments, (b) the percentage increases of the internal adjustments, or (c) the amount of the internal adjustments by classification, since all internal adjustments under this ordinance would be at the discretion of DHR.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors, particularly since the individual internal adjustments made to each classification covered by this ordinance would be established solely at the discretion of the Department of Human Resources, without subsequent approval by the Board of Supervisors.

Attachment

Attachment A
Unrepresented Employees
Estimated Costs 1998-99
Controller's Office

<u>Annual Incremental Costs/(Savings)</u>	<u>FY 1998-99</u>	<u>Ongoing Costs</u>
Wage Increases		
2% on 7/1/88 and 1.5% on 12/26/98	\$545,887	\$694,765
Internal Adjustments	57,467	59,551
Tuition Reimbursement	10,000	10,000
Life Insurance	1,620	1,620
Wage-Related Fringe Increases	92,434	115,561
Total Estimated Incremental Costs	707,407	881,497
Incremental Cost % of Salary Base	3.56%	4.29%

Item 5 - File 98-550

Department: Department of Human Resources (DHR)

Item: Ordinance adopting and implementing Amendment Number 2 to the Memorandum of Understanding (MOU) between the Service Employees International Union (SEIU), AFL-CIO, Locals 790, 535, and 250 and the City and County of San Francisco to add a 5 percent premium for Classification 8202 Security Guard when employees occupying such positions for the Airport Police Bureau of the San Francisco Police Department perform the duties of Classification 9209 Airport Police Service Aides.

Description: The Board of Supervisors previously approved a resolution approving an MOU between the City and SEIU, AFL-CIO, Locals 790, 535, and 250 for the three year period from July 1, 1997 through June 30, 2000 (File 93-97-46). Subsequently, an Amendment Number 1 to the subject MOU (File 98-328) was approved by the Board of Supervisors.

The proposed ordinance would approve Amendment Number 2 to the existing MOU between the City and the subject labor organizations to provide for a 5 percent wage premium for Classification 8202 Security Guard when performing the work of Classification 9209 Airport Police Service Aides in addition to their own duties as employees of the Airport Police Bureau of the San Francisco Police Department,. The subject Amendment would be effective from July 1, 1998 through June 30, 2000, when the previously approved MOU terminates.

Ms. Alice Villagomez of DHR reports that employees presently occupying the position of Classification 8202 Security Guard, who have been performing the duties of Airport Police Service Aides as employees of the Airport Police Bureau in addition to their own duties, have been receiving a 5 percent acting assignment pay premium, pursuant to Section 44 of the MOU. According to the Controller, the subject Amendment would affect 26 Classification 8202 Security Guards who are employees of the Airport Police Bureau. Commander Gary Pisciotto of the San Francisco Police Department's Airport Bureau

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reports that the proposed ordinance currently affects nine Classification 8202 Security Guards.

Comments:

1. According to Ms. Villagomez, the subject legislation would simply formalize the actual practice of providing the subject workers a 5 percent acting assignment pay premium, pursuant to Section 44 of the MOU.

2. As shown in the Attachment provided by the Controller's Office, the Controller estimates that the subject 5 percent salary premium would not result in any additional costs to the City since the premium is already being paid in accordance with the acting assignment pay provisions when applicable. The Budget Analyst concurs with the Controller's estimate of the costs of this proposed ordinance.

Recommendation:

Approve the proposed ordinance.



CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE CONTROLLER

Edward Harrington
Controller

John W. Madden
Chief Assistant Controller

April 10, 1998

Mr. John L. Taylor, Clerk of the Board
Board of Supervisors
401 Van Ness Avenue
San Francisco, CA 94102

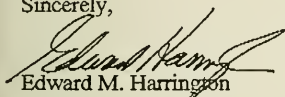
RE: Amendment to MOU Regarding SEIU Classification 8202
File Number 98-0550

Dear Mr. Taylor:

In accordance with Ordinance 92-94, I am submitting a cost analysis of an amendment to the MOU between the City and County of San Francisco and SEIU Local 790, for Classification 8202 Security Guard. The amendment covers the period July 1, 1998 through June 30, 2000 and affects approximately 26 employees with a salary base of approximately \$844,000. Employees in this classification currently receive 5% acting assignment pay when performing the duties of Classification 9209 Airport Police Services Aide. The proposed amendment would replace this acting assignment pay with a 5% premium pay. Based on our analysis, there is no cost associated with this amendment.

If you have any additional questions or concerns please contact John Madden at 554-7500.

Sincerely,


Edward M. Harrington
Controller

cc: Vicki Rambo, ERD
Harvey Rose, Budget Analyst

Item 6 – File 98-510

- Department:** Health Service System (HSS)
Department of Human Resources (DHR)
- Item:** Resolution establishing the contribution to be made to the Health Service Trust Fund by the City and County of San Francisco, the San Francisco Unified School District, and the San Francisco Community College District for Fiscal Year 1998-99.
- Description:** The proposed resolution would establish the dollar amount of the employer's contribution to be made to the Health Service Trust Fund by the City and County of San Francisco (City), the San Francisco Unified School District (SFUSD) and the San Francisco Community College District (SFCCD) for FY 1998-99.
- The Health Service Board and the City and County Health Service System, as required by Charter Sections A8.423 and A8.428, have surveyed the ten most populous counties in the State (excluding San Francisco) to determine the average dollar contribution made by these counties toward each employee's medical care insurance (not including dental and optical care insurance).
- In accordance with the Charter, this resolution would authorize the Health Service System to set the FY 1998-99 monthly contribution rate for health care insurance for the City, SFUSD and SFCCD, at \$174.76 per month, or \$2,097.12 annually, for each eligible, active employee, based on the survey results of the average payment made by the 10 most populous counties in California, excluding San Francisco.
- According to the Health Service System, the 10-county survey for FY 1998-99 indicates that the average employer contribution of the ten most populous counties in California (excluding San Francisco) is \$174.76 per month, or \$2,097.12 annually, per employee, not including dental and optical care insurance. The City's current FY 1997-98 contribution is \$170.59 monthly, or \$2,047.08 annually, per employee. The proposed resolution would establish \$174.76 as the monthly per

employee contribution to be made in FY 1998-99 by the City, SFUSD and SFCCD for the health insurance costs of their employees. The proposed monthly rate of \$174.76 for FY 1998-99 represents an increase of \$4.17 per month or approximately 2.4 percent from the \$170.59 monthly rate currently contributed in FY 1997-98.

Comments:

1. According to Mr. Fred Howell of DHR, the total estimated City and County contribution cost for active members during the current FY 1997-98 is \$49.7 million. According to Department of Human Resources, based on the current membership in the Health Service System of approximately 25,746 active HSS members and the projected 2.4 percent increase in the employers' contribution rate for FY 1998-99, the total employer contributions to the Health Service Trust Fund are expected to increase by \$1.5 million from the FY 1997-98 level of \$49.7 million to an estimated \$51.2 million for FY 1998-99. Of the estimated \$51.2 million in employer contributions in FY 1998-99, approximately \$32.6 million, or 63.7%, will be contributed from the City's General Fund, according to DHR.

2. As previously noted, the City's contribution for health care coverage in FY 1998-99 is equal to the average contribution of the ten other most populous counties in California, as determined by survey in January, 1998. Given that the surveyed counties may subsequently increase or decrease their actual contributions for FY 1998-99, the City contribution may in fact be greater or less than the actual average contributions to be provided by the ten counties. However, because the Health Service System is required by the Charter to collect the comparative data in January of each year, the Health Service System is not able to set its FY 1998-99 rates based on the final FY 1998-99 rates of the other surveyed jurisdictions.

3. According to DHR, the estimated \$51.2 million in total employer contributions for active employees for FY 1998-99 does not include either (a) the cost of employer contributions toward dependent health insurance as a result of various collective bargaining agreements, (b) the cost to provide health coverage for retirees, or (c) the cost

Memo to Finance Committee
April 15, 1998 Finance Committee Meeting

of employee health coverage for registered nurses, whose employer contribution rates are set without reference to the ten-county survey.

Recommendation: Approve the proposed legislation.

Item 7 - File 101-97-24

Note: This item was continued by the Finance Committee at its meeting of March 4, 1998. The Finance Committee has requested that the Controller and the Mayor's Office provide an updated report on the status on Fire Department overtime spending.

Department: Fire Department

Item: Hearing to consider (a) why the Fire Department has already expended its entire Fiscal Year 1997-98 budget for overtime, and (b) what steps the Fire Department is taking to curb abuses of overtime and disability pay.

Comments: 1. Mr. Hymel, the Mayor's Director of Finance, has requested that this hearing be continued one week, to the Finance Committee meeting of April 22, 1998. The Mayor's Office is currently working with the Fire Department to update the Department's spending plan for overtime and all salary and mandatory fringe benefit accounts. According to Mr. Hymel, the Fire Department anticipates that the Department will not need another supplemental appropriation for overtime in FY 1997-98 because the Department has realized savings in some of its other budgeted expenditure accounts.

2. As previously reported the Fire Department's General Fund overtime budget for Fiscal Year 1997-98, as approved by the Board of Supervisors, was \$2,446,649. The Department's expenditures for overtime exceeded the authorized overtime budget through the first 6.9 pay periods out of the entire 26.1 pay periods for Fiscal Year 1997-98. Therefore, in November of 1997 the Board of Supervisors approved another \$2,000,000 for the Fire Department in addition to its authorized overtime budget of \$2,446,649.

Recommendation: Continue this hearing to the Finance Committee meeting of April 22, 1998 as requested by the Mayor's Director of Finance.

Memo to the Finance Committee
April 15, 1998 Finance Committee Meeting

Items 8, 9, 10, 11 and 12 - Files 107-97-4; 97-97-70; 97-97-71, 97-97-72; 97-97-73

Note: These items were continued by the Finance Committee at its meeting on February 25, 1998.

Department: Department of Human Services (DHS)

Items: File 107-97-4 Resolution approving the creation of three new County Programs – Personal Assisted Employment Services (PAES), Cash Assistance Linked to Medi-CAL (CALM) and Social Security Income Pending (SSIP), to serve adult indigent San Francisco residents and changes to the existing General Assistance Program.

File 97-97-70 Ordinance amending the San Francisco Administrative Code by adding Article X to Chapter 20 thereto, encompassing Sections 20.100 to 20.123, to establish a Cash Assistance Program for individuals who are eligible for Medi-CAL due to age or disability, but who are not eligible for Supplemental Security Income (SSI).

File 97-97-71 Ordinance amending the San Francisco Administrative Code by adding Article IX to Chapter 20, encompassing Sections 20.70 to 20.92, to create the Personal Assisted Employment Services Program to provide assistance in obtaining paid employment and a cash stipend for indigent adult residents of San Francisco.

File 97-97-72 Ordinance amending the San Francisco Administrative Code by adding Article XI to Chapter 20 thereto, encompassing Sections 20.200 to 20.224, to establish a Cash Assistance Program for individuals who are applying, or have been determined eligible for Social Security Income (SSI) but who have not begun to receive payments.

File 97-97-73 Ordinance amending Part I of the San Francisco Municipal Code (Administrative Code) (a) by amending Section 20.56.6 to allow for rent payments up to the otherwise eligible client's total monthly income and or assets rather than the monthly grant amount; (b) by amending Section 20.56.11 to exclude income tax refunds and payments made under Foster Care or Food Stamps Employment and Training (FSET)/General Assistance Training and Education Services (GATES) programs from the calculation of

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available income or resources; (c) by adding Sections 20.56.16, 20.56.17, 20.56.18 to comply with State law provisions regarding ineligibility for General Assistance; by amending Section 20.57 to modify the amount and computation of General Assistance Grants; (d) by amending Section 20.57.1 to provide that rent free housing shall be valued according to the Income-In-Kind chart in the California Code of Regulations rather than by fair market value, and (e) by making other amendments to change obsolete language.

Description:

File 107-97-4 is a resolution that would direct the creation of three new County adult assistance programs, that are the specific subject of the accompanying ordinances: the Personal Assisted Employment Services (PAES) Program; the County Assistance Linked to Medical (CALM) Program; and the Supplemental Security Income (SSI) Pending (SSIP) Program. This resolution, which was continued by the Housing and Neighborhood Services Committee and referred to the Finance Committee, also provides that there would be no time limit of the PAES stipend for individuals who are meeting PAES program requirements, and that the search for housing be considered an allowable work activity for program participants who are homeless. As mandated by the proposed resolution, the following proposed ordinances would implement these three new programs (PAES, CALM and SSIP Programs), as well as amend the Administrative Code related to changes to the General Assistance Program.

Files 97-97-70 and 97-97-72 would establish the County adult assistance programs for disabled adults. File 97-70-70 would establish the Cash Assistance linked to Medical (CALM) Program for individuals eligible for Medical due to age or disability, but who are not receiving SSI. Under File 97-97-70, individuals who are either 65 years of age or those who meet the Federal definition of disability, as determined by the State Disability Evaluation Division, will be eligible to the CALM Program at the benefit rate of \$345 per month. Recipients will be those individuals who would otherwise be eligible for SSI except for recent changes in Federal law regarding immigrants. File 97-97-72 would establish

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the Supplemental Security Income Pending (SSIP) Program for individuals who have medical verification of a disability that either has lasted or is likely to last at least 12 months, but who have not been determined disabled by the State Disability Evaluation Division. An SSIP recipient would receive \$345 per month.

File 97-97-71 would create the Personal Assisted Employment Services (PAES) Program to provide employment-related services towards the goal of assisting participants to obtain paid employment. A PAES participant would receive a stipend at the rate of \$345 a month.

File 97-97-73 would approve various changes to the Administrative Code, in conformance with the operations of the three new programs and with other changes pursuant to welfare reform. The major changes to the Administrative Code under File 97-97-73 include:

Changes to the General Assistance Program and new legal provisions for three additional County programs for indigent adults, including:

General:

- (a) clarification of purposes and principals;
- (b) clarification that a client must be present for a Fair Hearing to be held, unless he or she can establish good cause, including evidence of disability;
- (c) using the phrase "is not proficient in English" instead of "has language problems".

Eligibility Requirements:

(a) Changes to General Assistance ONLY:

- (1) the specification that children under 18 who are living with, and applying for General Assistance with, their parent(s) and who have never been eligible for Temporary Assistance to Needy Families (TANF)/California Work Opportunity and Responsibility to Kids (CalWORKs) may be eligible for aid and/or services under this article;
- (2) eliminating the requirement that unemployable persons be given a medical reevaluation every three months, and eliminating the requirement

- that clients submit to medical or psychological evaluations within ten days of a disability claim;
- (3) complying with State law regarding the ineligibility of an individual who has reached the 60-month time limit for CalWORKs, as well as an individual who is a member of CalWORKs assistance unit and has been convicted of a substance abuse felony.
- (b) Common to ALL County Adult Assistance Programs:
- (1) the specification that abandonment of San Francisco residency shall result in the termination of aid;
 - (2) allowing passports and immigration and naturalization identification to be used as permanent identification, and requiring applicants to provide verifiable Social Security numbers;
 - (3) complying with State law regarding the ineligibility of a fleeing felon.

Aid Payments and Benefit Calculations:

- (a) the creation of new Maximum Aid Payments for General Assistance, linked to CalWORKs Maximum Aid Payments, and maximum Aid Payments for PAES, CALM and SSIP. Actual percentage of any Cost of Living Adjustment to the CalWORKs Maximum Aid payment will automatically be reflected in the maximum aid payments within all four programs.

General Assistance Maximum Monthly Aid Payments: (for those employable recipients who do not participate in the County's Personal Assisted Employment Services (PAES) Program)

<u>Number of Recipients</u>	<u>Current</u>	<u>Proposed</u>	<u>Reduced Monthly Aid Payments</u>
1 person	\$ 345	\$ 279	(\$ 66)
2 persons	567	501	(\$ 66)
3 persons	703	565	(\$138)
4 persons	834	673	(\$161)
5 persons	952	767	(\$185)
6 persons	1,050	861	(\$189)
7 persons	1,175	946	(\$229)
8 persons	1,281	1,030	(\$251)
9 persons	1,388	1,113	(\$275)
10 persons*	1,508	1,196	(\$312)

* Small increments provided for additional number of persons.

BOARD OF SUPERVISORS
BUDGET ANALYST

Personal Assisted Employment Services (PAES), Supplemental Security Income Program (SSIP) and Cash Assistance Linked to Medi-CAL (CALM) Maximum Monthly Aid Payments: (these are new programs with no previous payment levels for which GA recipients would be eligible to participate)

<u>Number of Recipients</u>	<u>Proposed</u>
1 person	\$ 345
2 persons	567
3 persons	703
4 persons	834
5 persons	952
6 persons	1,050
7 persons	1,175
8 persons	1,281
9 persons	1,388
10 persons*	1,508

* Small increments provided for additional number of persons.

- (b) allowing for rent payments up to the otherwise eligible client's total monthly income and/or assets. (In the General Assistance Program, this is an increase from the allowable limit of the actual monthly grant amount.)
- (c) excluding income tax refunds, as well as foster care and Food Stamps Employment and Training (FSET)/General Assistance Training and Education Services (GATES) payments, from the calculation of available income.
- (d) exempting the value of a vehicle whose cash value is less than \$4,650.
- (e) providing that rent-free housing shall be valued according to the Income-In-Kind chart in the California Code of Regulations. (The General Assistance Program currently provides that the value of rent-free housing be calculated according to fair market value, which is significantly higher than the Income-In-Kind Chart values.)
- (f) for the General Assistance Program ONLY: providing for a rent supplement that will permit the recipient to receive more than \$279 in cash, in the form of a two-party check made payable to the recipient and his/her landlord for the actual amount of rent up to \$345, when requested by the recipient.

BOARD OF SUPERVISORS
BUDGET ANALYST

Means of Benefits Payments

- (a) providing that aid payments may be made payable to the recipient or to the recipients designated co-payee jointly;
- (b) including two-party warrants and electronic benefit transfers as acceptable forms of aid payments

Comments:

1. On March 27, 1998, the Department of Human Services introduced new legislation for the four ordinances (Files 97-97-70, 97-97-71, 97-97-72 and 97-97-73) currently pending before the Finance Committee. DHS indicates that they have provided a summary of the changes proposed in the new legislation to all members of the Board of Supervisors. For the most part, the changes proposed reflect minor amendments which will ensure that all of the new program requirements are consistent with each other.

However, one of the proposed changes will add an exemption to income levels for student loans and grants for tuition, fees and books. In addition, another of the proposed changes will exempt \$2,000 in savings to the income level for those recipients transitioning from SSI to the County's GA or PAES Programs. Ms. Julie Murray Brenman of the Department of Human Services reports that these changes are proposed to encourage recipients to attend school, if necessary, to achieve future work goals, without penalizing recipients for receiving funding to attend school and to allow recipients to maintain \$2,000 in prior savings, if they are transitioning from the SSI Program to the GA or PAES Programs. According to Ms. Brenman, DHS does not have any estimates of the number of additional recipients that may be able to qualify for one of the County's programs, if the proposed changes are approved, however, she anticipates that any such increase would be small.

2. In January of 1998, the Board of Supervisors approved a supplemental appropriation ordinance in the amount of \$10,851,892 (See Comment 6 for annualized cost of these programs in FY 1997-98 and 1998-99) for the balance of FY 1997-98 to fund implementation of Welfare Reform Programs, expansion of Adoption and Homeless Programs

BOARD OF SUPERVISORS
BUDGET ANALYST

and improvement of the Department of Human Services. According to Ms. Julie Murray Brenman of the Department of Human Services, a portion of this previously approved supplemental appropriation, will be used for increased staffing and services for the Personal Assisted Employment Services (PAES) Program, for which the funding is to begin in May of 1998.

3. Ms. Brenman reports that the State required CalWORKs Program, which will replace the State Aid to Families with Dependent Children (AFDC) Program, must be implemented by April 10, 1998. According to Ms. Brenman, DHS is requesting that the Board of Supervisors immediately approve the three new County Programs, the Personal Assisted employment Services (PAES), Cash Assistance Linked to Medi-CAL (CALM) and Social Security Income Pending (SSIP) Programs, and the related changes to the City's Administrative Code, which are the subject of the proposed resolutions and ordinances, because DHS wants to coordinate the County's new welfare reform programs with the beginning of the State CalWORKS Program. In addition, Ms. Brenman notes that the economy is expanding considerably now, with more job opportunities available than in the recent past and DHS wants to take advantage of this improved economy to be able to place more clients in the workplace. Ms. Brenman reports that the three new County Programs would become effective June 1, 1998 and would be phased in over a six to 12 month period.

4. Ms. Brenman cannot currently estimate whether or not there will be a capacity problem in terms of a sufficient number and type of available jobs in the local economy for the DHS clients seeking employment. However, as previously noted, the economy is currently expanding significantly and DHS will have a period of five years for placement into jobs for the CalWORKS clients and 27 months for placement into jobs for the General Assistance/PAES clients. According to Ms. Brenman, DHS will be attempting to place approximately 5,400 CalWORKS and approximately 8,600 General Assistance/PAES clients into jobs, for a total of

approximately 14,000 clients, into employment positions at the same time.

In preparation, DHS issued a Request for Qualifications (RFQ) to community-based organizations to identify job training programs that are currently available. Thus far, DHS has received responses from 26 community-based organizations, which have identified a total of 3,475 training slots currently available. Ms. Brenman cautions that DHS is still accepting RFQs and that DHS has not fully reviewed the responses thus far received or determined which of these community-based organizations will receive funding for job training of DHS clients. In addition, Ms. Brenman reports that DHS budgeted \$73,000 for a contract with San Francisco State Urban Institute to undertake an inventory and job forecasting study to analyze job opportunities for DHS clients in San Francisco.

5. Ms. Brenman reports that the services and many of the exemptions that will be provided under the County's proposed PAES Program, and the required CalWORKS Program, are comparable, after the first three months. These services will result in lower DHS caseloads for each DHS case manager, with each client having an assigned DHS case manager, establishing a case plan for each client, identification of the best services for the particular client, etc. However, Ms. Brenman notes that during the first three months of the PAES Program, PAES clients may be involved in their own independent job search, Graduate Equivalency Degree (GED) classes or Workfare Programs.

In terms of financial comparability, the proposed three new County Programs (i.e., PAES, CALM and SSIP) will provide a monthly stipend of \$345 per month for single clients, the same amount that General Assistance (GA) recipients currently receive. However, under the County's three new programs, those employable GA clients, who do not participate in the Personal Assisted Employment Services (PAES) Program, will receive \$279 per month, or \$66 less per month than the current GA stipend of \$345 per month. The funding source for these monthly stipends is the City's General Fund. The State's CalWORKS

Program will also provide a monthly stipend of \$279 per month for single clients, or \$66 less per month than the amount presently received by GA recipients. However, Ms. Brenman notes that if a client is eligible for the State CalWORKS Program, that client is then not eligible for the County's GA Program or any of the County's three new Programs.

6. Based on a comparison of San Francisco with ten other California counties in the Bay Area as well as Sacramento and Los Angeles, prepared by the Legislative Analyst's Office, San Francisco's General Assistance Program appears to be considerably more favorable than other counties in California. For example, San Francisco's cash grant of \$345 per month for single clients is significantly higher than any of these other counties, with the exception of Napa County which offers up to \$380 in vouchers for clients to use. This is despite the fact that San Francisco has not approved cost of living adjustments or increased the maximum monthly grant of \$345 per month since July 1, 1992. However, during this same time period, many of these other counties have reduced their monthly grants or imposed greater restrictions and requirements on clients. In addition, Ms. Brenman reports that San Francisco is the only county that will be offering extensive job training and case management assistance for employable clients in the proposed programs.

San Francisco County's caseload of 12,920 General Assistance recipients is more than double any of the other counties, with the exception of Los Angeles County, which has a GA caseload of 80,000 clients. Many of the other counties have also imposed time limits and/or sanction periods for clients, however, San Francisco's programs will not impose any new time limits or sanction periods for GA recipients.

Despite this more favorable program for GA recipients in San Francisco, as compared with adjacent counties, Ms. Brenman reports that DHS has not been able to quantify that this has attracted more General Assistance recipients to San Francisco from these other counties. In fact, Ms. Brenman notes that San Francisco's GA caseload

has remained fairly constant and has recently declined slightly. However, Ms. Brenman reports that this is in comparison with a county such as Alameda County, which has seen a significant decline in their caseloads from approximately 12,000 clients to 5,400 clients, a reduction of approximately 55 percent over the last three to four years. Ms. Brenman notes that this is likely attributed to the fact that over the last approximately three to four year period, Alameda County has reduced the monthly grant amount received by General Assistance recipients, and has imposed more strict requirements and sanctions.

7. As shown in the attachment provided by DHS, DHS anticipates that the changes to the General Assistance Program and the creation of the new Personal Assisted Employment Services (PAES) Program, the County Assistance Linked to Medi-CAL (CALM) Program, and the Supplemental Security Income Pending (SSIP) Program for indigent adults are estimated to result in a total cost of \$56,103,545 in FY 1997-98, of which \$55,938,005 or 99.7 percent is General Fund costs. In FY 1998-99, these total costs are estimated to increase by \$6,098,199 to \$62,201,744, of which \$58,413,614 or 93.9 percent would be General Fund costs. DHS is reporting that this will result in a projected increase of \$2,475,609 of General Fund expenses in FY 1998-99.

Recommendation: Approval of the proposed legislation is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Teng	Supervisor Yee
President Kaufman	Clerk of the Board
Supervisor Newsom	Controller
Supervisor Ammiano	Gail Feldman
Supervisor Bierman	Matthew Hymel
Supervisor Brown	Stephen Kawa
Supervisor Katz	Ted Lakey
Supervisor Medina	
Supervisor Yaki	

BOARD OF SUPERVISORS
BUDGET ANALYST

	FY 1997-98		FY 1998-99		Net Increase/(Decrease)	
	Total Cost	General Fund	Total Cost	General Fund	Total Cost	General Fund
Base GA Budget-Staffing	\$ 9,328,356	\$ 9,328,356	\$ 9,328,356	\$ 9,328,356	\$ -	\$ -
Supplemental Appropriation - PAES services	\$ 331,081	\$ 165,541	\$ 4,611,761	\$ 2,305,881	\$ 4,280,680	\$ 2,140,340
Proposed PAES Program Enhancements	\$ -	\$ -	\$ 2,371,600	\$ 889,350	\$ 2,371,600	\$ 889,350
Aid Payments	\$ 46,444,108	\$ 46,444,108	\$ 45,890,027	\$ 45,890,027	\$ (554,081)	\$ (554,081)
Total	\$ 56,103,545	\$ 55,938,005	\$ 62,201,744	\$ 58,413,614	\$ 6,098,199	\$ 2,475,609

Actions Taken

**FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

APR 23 1998

REGULAR MEETING

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, APRIL 22, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVENUE
ROOM 410

MEMBERS: SUPERVISORS MABEL TENG, BARBARA KAUFMAN, GAVIN NEWSOM

CLERK: JONI BLANCHARD

CONSENT CALENDAR. *Action Taken*

1. All items listed hereunder constitute a Consent Calendar, are considered to be routine by the Committee and will be acted upon by a single, roll-call vote of the Committee. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- a. File 98-0551. [Reserved Funds, Mayor's Office] Hearing to consider release of reserved funds, Mayor's Office in Children, Youth and Their Families (1997-98 Budget), in the amount of \$100,000, to administer the proposed Child Care Center Assistance Program. (Mayor's Office of Children, Youth and Their Families)

ACTION: REMOVED FROM CONSENT CALENDAR. Hearing held. Release of \$100,000 approved. Filed.

- b. File 98-0578. [Reserved Funds, Mayor's Office of Community Dev.] Hearing to consider release of reserved funds, Mayor's Office of Community Development, \$75,000 (Res. 1052-95), for the renovation of the Margaret Hayward Playground related to the 911 project; \$107,826 (Res. 1076-96), Chinatown Economic Development Center Park and Ride Program; \$1,000,000 (Res. 121-98) for the proposed improvements to Department of Human Services Workforce Development Pool; and \$593,000 (Res. 121-98) to fund ten (10) contractual services for the 1998 Community Development Program. (Mayor's Office of Community Development)

ACTION: Release of a total of \$1,775,826 approved (with all project amounts requested released in full). Filed.

- c. File 98-0583. [Emergency Repair, Leavenworth Street] Resolution approving the expenditure of funds for the emergency work to replace the structurally inadequate sewer on Leavenworth Street from Turk Street to Eddy Street - \$89,570.00. (Public Utilities Commission)

ACTION: Recommended.

REGULAR CALENDAR

2. File 98-0486. [Appropriation, Dept. of Telecommunication] Ordinance appropriating \$75,000, Department of Telecommunication and Information Services, of Cable TV Access Fund to cover transitional expenses of public access television from TCI to San Francisco Community Television Corporation for fiscal year 1997-98. RO #97226. (Controller)

ACTION: Hearing held. Recommended.

3. File 98-0450. [Design-Build/Finance Contracting Procedures] Ordinance amending Administrative Code by adding Section 6.09 authorizing the directors of departments who enter into construction contracts to seek proposals from private entities for design-build construction and/or financing of public works projects where necessary or appropriate to achieve cost savings or time efficiencies, or both, provided the final agreement shall be subject to approval of the Board of Supervisors. (Mayor Willie L. Brown, Jr., Supervisors Teng, Kaufman & Newsom)

ACTION: Hearing held. Recommended.

NOTE: Supervisors Teng, Kaufman & Newsom added as co-sponsors.

4. File 98-0569. [Appropriation, San Francisco General Hospital] Ordinance appropriating \$30,000,000 to allow San Francisco General Hospital to participate in the SB 1255 Disproportionate Share Payment and Medi-Cal Graduate Medical Education Programs through the California Medical Assistance Commission during fiscal 1997-98, funded from miscellaneous Health Department revenues. (Mayor Willie L. Brown, Jr., Supervisors Teng, Kaufman, Newsom & Bierman)

ACTION: Hearing held. Recommended.

NOTE: Supervisors Teng, Kaufman, Newsom, & Bierman added as co-sponsors.

5. File 98-0220. [Annual Joint Fundraising Drive for 1998] - Hearing to consider requests from various agencies to participate in the 1998 Annual Joint Fundraising Drive. (Clerk of the Board)

ACTION: Hearing held. Consideration continued to 4/29/98.

6. File 97-97-68. [Sunshine Ordinance] Hearing to consider whether or not there is a practice of compliance to the Sunshine Ordinance by non-profit organizations. (Supervisor Ammiano)
(Consideration continued from 1/21/98)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

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CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

April 17, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting of*

SUBJECT: April 22, 1998 Finance Committee Meeting

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APR 21 1998

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Item 1a - File 98-551

Department: Mayor's Office of Children, Youth and Families (MOCYF)

Item: Hearing to consider release of \$100,000 from the Child Care Facilities Loan Fund for the Mayor's Office of Children, Youth and Families (MOCYF) to administer the proposed Child Care Center Assistance Program.

Amount: \$100,000

Source of Funds: General Fund Reserve

Description: During the FY 1997-98 budget process, the Board of Supervisors approved a \$200,000 appropriation for the Mayor's Office of Children, Youth and Families (MOCYF) to fund a Child Care Facilities Loan Fund, placing the \$200,000 on reserve pending submission of cost details. In January of 1998, the Finance Committee approved the release of \$100,000 of the \$200,000 placed on reserve for the Family Child Care Assistance Program but continued to reserve \$100,000 for the Child Care Center Assistance Program, pending submission of: (a) cost details for the Program; (b) eligibility requirements; (c) loan repayment schedules and

related interest rates; and (d) loan allocations to specific child care centers (File No. 98-25).

The MOCYF is now requesting that the remaining \$100,000 on reserve be released to fund the proposed Child Care Center Assistance Program. According to Ms. Amy Kershaw of the Starting Points Initiative, an early childhood planning effort unit housed in the MOCYF, the subject \$100,000 would be deposited into the Child Care Facilities Loan Fund for the Child Care Assistance Program. According to Ms. Kershaw the Child Care Assistance Program would provide loans to non-profit child care agencies for one-time facilities improvement costs. Implementation of the facilities improvements would be the responsibility of the child care agencies themselves.

Ms. Kershaw states that the subject \$100,000 to be deposited into the Child Care Facilities Loan Fund, in addition to being used to make loans to nonprofit child care centers for one-time facilities improvements, would also serve as "seed" money for the Child Care Center Assistance Program. According to Ms. Kershaw, the funds would be used to leverage contributions from both foundations and private lending institutions. Ms. Kershaw advises that, to date, the Child Care Facilities Fund has a balance of \$1,000,000.

Cost Details

Ms. Kershaw reports that all of the requested \$100,000 will be deposited in the Child Care Facilities Loan Fund for the purpose of making loans to non-profit child care providers. According to Ms. Kershaw, the City will incur no administrative costs related to the Child Care Center Assistance Program because the Miriam and Peter M. Haas Fund has granted \$50,000 to fund administrative costs related to this subject program and the Family Child Care Assistance Program, previously approved by the Board of Supervisors.

Eligibility Requirements

Ms. Kershaw reports that in order to be eligible for a Child Care Center Assistance Program loan, a child care center must:

1. Be located in San Francisco;
2. Possess a valid operating license for child care services or be in the process of applying for one;
3. Be a non-profit, tax-exempt, 501c3 organization; and
4. Demonstrate that a minimum of 25 percent of the children served by the child care center are from low income families.

Loan Repayment Schedules and Related Interest Rates

Ms. Kershaw states that loan repayment schedules and interest rates will vary depending on the type of loan required. These loans types are described in detail in the Program Overview provided by the MOCYF, which is on file with the Board of Supervisors. In summary, the Program will make available "Mini-Loans" of between \$1,000 to \$5,000 at no interest with the loans to be repaid within 12 months and, subject to the availability of funds, larger loans of up to \$500,000 bearing an estimated interest rate of up to 7.5 percent, with the loans to be repaid within 10 years.

Allocations to Specific Child Care Centers

Ms. Kershaw advises that that subject \$100,000 has not been earmarked for specific child care centers. According to Ms. Kershaw, each loan application will be assessed on a case-by-case basis and child care centers that meet the eligibility requirements described above must also demonstrate that they are credit worthy.

Comment:

1. The subject \$100,000 would be deposited into the Child Care Facilities Loan Fund under the Child Care Center Assistance Program. The Fund is administered by a non-profit financial intermediary, the Low Income Housing Fund (LIHF). According to Ms. Kershaw, LIHF was selected on a sole source basis, since the organization:

- (a) Has significant lending and public/private partnership experience;

- (b) Would administer the Child Care Facilities Loan Fund at no cost to the City, since the contract costs would be fully supported by the \$50,000 grant from the Miriam and Peter M. Haas Fund; and
- (c) Could implement the program immediately.

It should be noted that the City is not contracting directly with LIHF to provide these services. Rather, LIHF's administration of the Child Care Facilities Fund is being funded directly by the \$50,000 grant from the Miriam and Peter M. Haas Fund, and the City would provide the subject \$100,000 to LIHF for loans.

Recommendation: Approve the release of reserved funds in the amount of \$100,000.

Item 1b – File 98-578

Department: Mayor's Office of Community Development (MOCD)

Item: Hearing to consider release of \$1,775,826 in reserved Community Development Block Grant (CDBG) funds for: a) the renovation of the Margaret Hayward Playground related to the 911 Project (\$75,000); b) the Chinatown Economic Development Center Park and Ride Program (\$107,826); c) improvements to the Department of Human Services leased facility for the Personal Assisted Employment Services (PAES) program at 1235 Mission Street (\$1,000,000); and, \$593,000 to fund the Board of Supervisors additions to the 1998 Community Development program.

Amount: \$1,775,826

Source of Funds: Previously reserved CDBG funds.

Description: The Board of Supervisors has established several reserves for CDBG funded programs pending further details for specific items. In 1996, the Board of Supervisors reserved \$75,000 for improvements to the Margaret Hayward Playground in connection with the 911 Project. This project is described below.

In 1997, the Board of Supervisors reserved a total of \$211,300 for the Chinatown Economic Development Pool (CEDP) pending a description of the proposed program and submission of budgetary details. The MOCD is recommending that \$107,826 of the amount be released for the Park and Ride program, leaving \$103,474 on reserve. A description of the CEDP "Park and Ride" program and budget is provided below.

In 1998, the Board of Supervisors reserved a total of \$1,909,331 for the "Workforce Development Program Pool" pending the provision of programmatic and budgetary details. The MOCD is now recommending the release of \$1,000,000 of this reserve for improvements to the Department of Human Services leased facility at 1235 Mission Street for the Personal Assisted Employment

Services (PAES) program for General Assistance recipients. The facilities maintenance project is described below.

Lastly, in February, 1998, the Board of Supervisors recommended additions to the CDBG budget and reserved funds totaling \$593,000 for ten programs. The MOCD requests release of these reserved funds for these programs as described below.

Margaret Hayward Playground Improvements (\$75,000)

Attachment 1 to this report provides a description of the improvements to the Margaret Hayward Playground which will be done in conjunction with the 911 Emergency Command Center project. Originally, this project was to be constructed by private contractors. However, instead of contracting for such services, work will be performed by City personnel in the Department of Public Works (DPW) and the Recreation and Parks Department. A summary budget is shown in the table below.

<u>Project Phase</u>	<u>Department</u>	<u>Cost</u>
Design	DPW – Bureau of Architecture	\$ 2,500
Project Management	Department of Public Works	8,500
Site Furniture (benches, trash receptacles)	Recreation and Park	11,500
Benches at Playground	Recreation and Park	10,000
Lawn Strip and Curbs at Court	Bureau of Building Repair (DPW)	25,000
Lawn Strip at Playing Field	Bureau of Building Repair (DPW)	4,500
Electrical	Bureau of Building Repair (DPW)	10,000
Construction Management	Bureau of Construction Management (DPW)	<u>3,000</u>
		\$ 75,000

Chinatown Community Development Center Park and Ride Program (\$107,826)

When the MOCD's 1997 CDBG budget was submitted to the Board of Supervisors, an allocation of \$211,300 was recommended for the CCDC program. However, no program description or budgetary details were provided and all funds were reserved. The MOCD now recommends that \$107,826 in reserved funds be released for a Park

and Ride program that would provide validated parking at the City-owned Golden Gateway Garage located at 250 Clay Street, and shuttle bus services from the Garage to Chinatown. The CCDC program would provide program management, marketing and parking validation. Shuttle bus services would be provided by the garage operator. A summary budget for this program is shown in the table below.

Attachment 2 provides additional details for the proposed Park and Ride Program.

Salaries	\$ 52,076
Printing/Brochures	15,000
Validation Stamps	20,000
Banner and Web Page Promotion	5,500
Media Outreach	5,000
Supplies and Phone	2,000
Fiscal Audit and Accounting	<u>8,250</u>
	\$107,826

**Department of Human Services – Improvements to Leased Premises at
1235 Mission Street for the Personal Assisted Employment Services (PAES)
Program (\$1,000,000)**

In December, 1997, the Board of Supervisors approved a supplemental appropriation to fund implementation of Welfare Reform Programs. That supplemental appropriation included \$476,909 for facilities maintenance to construct improvements at the 1235 Mission Street leased facility. It was the intention of DHS at that time to use the reserved CDBG funds for "Career Centers" for the CalWorks program which was required to be implemented by April 6, 1998 in order to comply with State mandates. In order to meet that deadline, DHS used the \$476,909 in facilities maintenance to construct improvements and purchase furniture for the two of the CalWorks Career Centers located in leased facilities at 3119 Mission Street, and 1428 Bush Street.

As Attachment 3 to this report explains, the original cost estimate for the 1235 Mission Street PAES facility were revised based on a reassessment of space needs, safety

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
April 22, 1998 Finance Committee Meeting

issues and "the logistics of clients accessing the second floor". Based on revised architectural estimates and actual construction bids, the new cost estimate for the project is summarized below and is further explained in Attachment 3 to this report.

First Floor

Demolition for new entrance	\$ 46,000	
Carpentry	120,000	
Flooring, painting and finishes	70,000	
Cabinetry and counters	60,000	
Electrical and communication wiring	<u>50,000</u>	
Sub - total		\$346,000

Second Floor

Demolition for new entrance	35,000	
Site Work, Storefront, concrete	20,000	
Railing	4,000	
Carpentry	120,000	
Waterproofing at new storefront	2,000	
Doors, glass, hardware	60,000	
Flooring, painting, ceramic tiles	110,000	
Elevator	45,000	
Toilet partitions and accessories	8,000	
Cabinetry and cubicles partitions	120,000	
Plumbing & mechanical	60,000	
Electrical, lighting and communication wiring	<u>70,000</u>	
Sub-total		<u>654,000</u>

Total \$1,000,000

BOARD OF SUPERVISORS
BUDGET ANALYST

**Board of Supervisors Recommended Additions to the
1998 Community Development Program (\$593,000)**

When the Mayor's recommended CDBG budget was approved in February, 1998, the Board of Supervisors recommended additions to that budget and reserved funds totaling \$593,000 for ten programs. These programs are listed below. Attachment 4 to this report provides the MOCD's description of the ten programs.

<u>Program</u>	<u>Amount</u>
Walden House	\$156,000
S F Senators	70,000
Richmond Area Multi-Services (RAMS)	75,000
Kimochi	75,000
OpNet LEAP	15,000
ARK of Refuge	70,000
Asian Pacific Wellness Center	75,000
Instituto Laboral de la Raza	20,000
Charity Cultural Services Center	25,000
California Lawyers for the Arts	<u>12,000</u>
Total	\$593,000

Recommendation: Approve the release of \$1,775,826 CDBG of funds.

City and County of San Francisco

Department of Public Works
Bureau of ArchitectureMEMORANDUM
9.1-1/OES Emergency Communications Center**To:**
Toni Kaplan Bach**Date:**
2/11/98**Through:**
Lisa Harris**From:**
Paul Travis**re:** Proposed budget & scope of work for Phase IIIA**pages:** (incl. this page) 1

Proposed budget & scope of work for Phase IIIA

The \$75,000 Block grant will be used to cover part of the costs of improvements to Margaret Hayward Playground. This work is an extension of the originally proposed work at Margaret Hayward Playground. The work is currently scheduled as part of Phase III of the 911 Center project. Work proposed is for upgrading the existing temporary basket ball and volley ball courts. The courts were originally built as temporary replacements for existing courts. Temporary elements that were implemented during the initial construction of the courts will be upgraded or replaced with permanent construction and the playing surface will be upgraded.

Part A, CDBG funded, work to be performed by City Forces (DPW or Rec & Park):
Improvements to make the Temporary Courts permanent.

- Provide site furniture at courts (benches, trash receptacles and guard rail)
 - Provide 2 additional benches with concrete slabs at the Laguna street side of the playground.
 - Provide concrete curb at the edge of the AC paving along east, south and west edges of the courts.
 - Provide concrete mow strip along the east and south edges of the courts under the chain link fences.
 - Provide mowing strip under south fence of playing field.
 - Replace recycled lighting fixtures. Modify existing field lighting to avoid duplication.
- Budget \$75,000

page 1
312.1**Distribution:** File**Project:** 9.1-1/OES Emergency Communications Center, Turk Street**Job Number:** 1001H**Via:** Fax ☐Messenger ☐US Mail ☐Inter Dept. Mail ☒Hand Delivered ☐

(415) 557-4700

30 Van Ness Avenue, Suite 4100

San Francisco 94102

City and County of San Francisco

Department of Public Works
Bureau of ArchitectureMEMORANDUM
9.1.1/OES Emergency Communications CenterTo:
Mike QuanDate:
2/11/98From:
Paul Travis

re: Proposed budget & scope of work for Phase IIIA

pages: (incl. this page) 1

Proposed budget & scope of work for Phase IIIA

Part A, CDBG funded, work to be performed by City Forces (DPW or Rec & Park):
Improvements to make the Temporary Courts permanent.

Provide site furniture at courts (benches, trash receptacles and guard rail)

Provide 2 additional benches with concrete slabs at the Laguna street side of the playground.

Provide concrete curb at the edge of the AC paving along east, south and west edges of the courts.

Provide concrete mow strip along the east and south edges of the courts under the chain link fences.

Provide mowing strip under south fence of playing field.

Replace recycled lighting fixtures. Modify existing field lighting to avoid duplication.

Design	BOA	\$2,500
Project Management	DPW	\$8,500
Construction, Site Furniture (Court)	Rec & Park	\$11,500
Benches at Playground	Rec & Park	\$10,000
Mow Strip & Curbs @ court	BBR	\$25,000
Mow Strip @ Playing field	BBR	\$4,500
Electrical	BBR	\$10,000
Construction Mgmt	BCM	\$3,000
Project Reserve		None
Total		\$75,000

Distribution: File

page 1

312.1

Project: 9.1.1/OES Emergency Communications Center, Turk Street

Job Number: 1001H

Via: Fax ☐Messenger ☐US Mail ☐Inter Dept. Mail ☐Hand Delivered ☐

(415) 557-4700

30 Van Ness Avenue, Suite 4100

San Francisco 94102

**Chinatown Park & Ride Program
Chinatown Community Development Center
Project Budget Descriptions
April 1998**

Salaries & Wages (including fringe benefits): \$52,076

Project Coordinator / Planner is the program manager. She manages the day to day communications with the shuttle operator, the Parking Authority and the general public. She is at 100% FTE for this position.

Community Organizer is a bilingual staff who aids the Project Coordinator with the design and production of program materials. She also aids in the direct outreach to the Chinatown merchants. She is at 20% FTE for this position.

Administrative staff supports the project team with miscellaneous administrative duties as needed. She is at 20% FTE for this position.

Printing/Brochures: \$15,000

Three types of bilingual program brochures are planned for public distribution:

- (1) User Brochures outline how, when and where to use the program. This brochure will be distributed to the public at the participating merchant stores, at the parking garage, at public facilities in Chinatown, i.e. library and community organizations, and at regional trip stores. (Expected: 8000 brochures at \$0.50/brochure)
- (2) Merchant Brochures describe the program benefits to the Chinatown merchants and explains how they can participate in the program. This brochure will be used as a marketing and educational tool to encourage merchant participation. (Expected: 5000 brochures at \$0.50/brochure)
- (3) Advertising Brochures will encourage greater merchant participation and attract potential users through the advertisement of participating businesses in a special fold-out Park & Ride Shuttle map. (Expected: 5000 brochures at \$1.75/brochures)

Validation Stamps: \$20,000

Validation Stamps are self-inking stamps with unique numbers assigned to each participating merchant. The participating merchants utilize the stamps to validate parking tickets of their customers for a \$3.00 minimum purchase. (Expected: 2500 validation stamps at \$8.00/stamp)

Street Banners and Web Page Promotion: \$3,500

Street Banners will promote the program with displays at 20 light poles on three Chinatown streets.

The program will also be promoted on a Chinatown web site with two full pages to encourage regional commuters to use the shuttle.

Media Outreach / Misc. Promotional: \$5,000

A number advertisements are planned for local Chinese papers and mainstream English papers, including the San Francisco Chronicle, the Examiner and the Independent.

A few on-air live and pre-taped Chinese radio and T.V. interviews are also planned.

There will also be periodic press conferences and press releases with the local Chinese press to inform, educate and promote the program to the general public.

Supplies & Phone: \$2,000

Supplies include office supplies including paper and graphic supplies.

Phone includes the establishment of a community hot line, an exclusive phone line and voice mail box for the Park & Ride Program users.

Fiscal, Audit and Accounting: \$8,250

This budget item supports the indirect, fiscal and legal associated, costs associated with the management of the program. Annual audits, insurance and computer services are also included.

To: Ken Bruce, Budget Analyst's Office
From: Christian Griffith, Department of Human Services
Date: April 15, 1998
Subject: Release of reserves for the 1235 Mission St. construction.

This memo explains the details of our request to the Finance Committee to release \$1,000,000 in Mayor's Office of Community Development "Workforce Development" funds for construction taking place at our site at 1235 Mission Street. Our department previously requested (Item 1c File 98-156) the release of \$476,909 reserve funds for construction at our 1235 Mission Street site. This site is currently the location of General Assistance program and will become the location of our Indigent Adult Programs late this fiscal year.

During November, 1997, when we initially budgeted funds for our anticipated construction needed as a result of welfare reform, we expected that the MOCD "Workforce Development" funds would be available for the construction costs associated with three career centers. Subsequent discussion with MOCD that occurred in January, 1998, revealed that these funds would not be available in time for our department to complete construction necessary to open these sites when CalWORKs began enrolling clients on April 6, 1998. In order to proceed with the State-mandated timeframes for the implementation of CalWORKs, we proposed and MOCD agreed, that we use MOCD funds for the 1235 Mission Project and redirect funds identified in our budget for the 1235 Mission site for the construction of the career centers. As a result of this switch, DHS must again ask for approval of funds for construction at 1235 Mission Street. Attached to this memo is a letter from DHS to MOCD that documents our intention to redirect the MOCD and 1235 Mission Street Funds. In addition, a detail of the actual total construction costs for our Northcote (1428 Bush St.) and Mission (3119 Mission St.) career centers is attached to explain how the redirected funds were spent.

Our request for \$1,000,000 in MOCD construction funds is substantially higher than the \$467,909 that we originally estimated for the 1235 Mission Street Project. The original estimate was based upon our architect's estimate of construction. At the time, the construction drawings had not been completed and the spatial needs of the Indigent Adult program were still in development. Consequently, the architect's estimate could only be based upon available floor plans and site visits. Unfortunately, when the spatial needs of the program were fully developed and the actual construction drawings were completed, it became clear that our initial estimate of construction costs were too low. We initially believed that we could provide clients access to our second floor with minimal changes to the second floor layout. However, programmatic space needs, safety issues, and the logistics of clients accessing the second floor forced us to reconfigure the floorplan. This change in the originally anticipated scope of work explains much of the increase in estimate for the 1235 Mission Street construction.

The current budget estimate of \$1,000,000 MOCD funds is detailed in an attachment provided by MOCD. This detail is the estimate of the architect, based upon an analysis of the actual construction drawings. Since the submission of the estimate, bids have been received for the construction work on second floor of 1235 Mission. These bids came in very close to this estimate.

Department of Human Services
Personal Assisted Employment Services
1235 Mission Street

Project Budget

Proposed Improvements **Cost estimates**First Floor:

Demolition for new entrance	\$ 46,000
Rough/finish carpentry	\$120,000
Flooring, painting, other finishes	\$ 70,000
Cabinetry and counters	\$ 60,000
Electrical and communication wiring	<u>\$ 50,000</u>
	346,000

Second Floor:

Demolition for new entrance	\$ 35,000
Site Work, Storefront, concrete work	\$ 20,000
Railing	\$ 4,000
Rough and finish carpentry	\$120,000
Waterproofing at new storefront	\$ 2,000
Doors, glass, & hardware	\$ 60,000
Flooring, painting, ceramic tiles	\$110,000
Elevator	\$ 45,000
Toilet partitions and accessories	\$ 8,000
Cabinetry and cubicles partitions	\$120,000
Plumbing & mechanical	\$ 60,000
Electrical, lighting, communication lines	<u>\$ 70,000</u>
	654,000
TOTAL	\$1,000,000

1998 CDBG PROGRAM

Walden House - \$156,000 Existing Facilities Rehabilitation

This Walden House facility is located at 1885 Mission Street. It will provides a one stop center for job training and mental health services. The proposed renovation budget will complete renovation of this building, by adding classrooms and counseling offices, and bathrooms.

Renovation includes HVAC and electrical services (\$98,700), room partitions and doors and hardwares (\$31,500), new flooring (\$15,000), and an accessible toilet (\$10,800).

San Francisco Senators - \$70,000 New Facilities Development

The proposed project at 1638 Kirkwood Street will create a new youth learning center in Bayview Hunters Point Area. The Center will provide educational and tutorial services to at-risk youth. The CDBG will be used as matching funds to the Herbst and other foundations.

The grants will be used to build out two classrooms on the 2nd floor (\$70,000)

Richmond Areas Multi-Services - \$75,000 New Facilities Development

The agency is currently looking to consolidate its numerous programs into a new centralized facility at the former Walgreen store site in the Richmond District. It will provide a variety of mental health services and establish a new vocational training program. The center will use the funds to match DPH funds to construct tenant improvements.

The grant will be used to build counseling rooms at the new facility. (\$75,000)

Kimochi - \$75,000 New Facilities Development

The agency has purchased the site at 1715 Buchanan and will convert the restaurant into a senior center. \$100,000 has been approved for improvements primarily on the ground floor. The additional \$75,000 will provide a new elevator and bathrooms on the 2nd floor.

The grant will be used to install a new elevator (\$45,000) and two new bathrooms (\$30,000).

OpNet/LEAP - \$15,000 Public Services

The funding will increase its CDBG allocation to \$50,000. The agency will provide job training to youth in the multimedia industry

Ark of Refuge - \$70,000 Public Services

The funding will be used to develop a multimedia youth arts and education during the summer and after school. The program will provide instructions in performing arts, computer-based graphics, and multimedia arts. Target population are youth between 12 to 17, primarily African Americans, and /or lesbian, gay, bisexual and transgender.

Asian & Pacific Islander Wellness - \$75,000 Public Services

The funding will be used to provide health care, counseling, and HIV-related services. Target population will be Asian and Pacific Islanders living in the Tenderloin neighborhood. Other services include employment and housing referral services.

Instituto Laboral del la Raza - \$20,000 Public Services

The funding will increase its CDBG allocation to \$68,000. The agency provides legal services to low income workers, especially latinos in the Mission District. Other services include counseling on worker's rights, referrals, and group training and technical assistance.

Charity Cultural Services Center - \$25,000 Public Services

The funding will increase its CDBG allocation to \$80,000. The agency provides Chinese cooking, bartending, and waiter training to primarily low income Asian Americans. Other services include ESL classes, job referrals and placements.

California Lawyers for the Arts - \$12,000 Planning

The funding will be used to develop a feasibility plan for an arts employment program targeting welfare recipients.

Item 1c- File 98-583

Department: Public Utilities Commission (PUC)
Department of Public Works (DPW)

Items: Resolution authorizing the expenditure of funds in the amount of \$89,522 for emergency repair work to replace the structurally inadequate sewer on Leavenworth Street from Turk Street to Eddy Street.

Amount: \$89,522

Source of Funds: FY 1997-1998 PUC Repair & Replacement Fund

Description: According to Mr. P.T. Law of the Department of Public Works (DPW), on June 17 1997, the PUC Bureau of Sewer Operations reported that the existing brick sewer located on Leavenworth Street from Turk Street to Eddy Street had multiple cracks and collapsed sections. As a result, the PUC declared an emergency since immediate replacement of the damaged sewer was required.

In accordance with Administrative Code Section 6.30, the DPW on behalf of the PUC, expedited contract procedures on June 20, 1997 and the PUC awarded a contract to Esquivel Grading and Paving, Inc., the low bidder, on June 23, 1997 for replacement of the sewer. According to Mr. Law, although the Bureau of Sewer Operations was transferred from the DPW to the PUC in August of 1996, the DPW Bureau of Hydraulic Engineering still provides engineering services for the City's storm and sewer collection systems. Mr. Law advises that the DPW initiates contract procedures and completes construction and design work whereas the PUC declares an emergency situation, awards contracts and provides funds for construction projects.

The proposed resolution would authorize the expenditure of funds in the amount of \$89,522 for the emergency sewer repair work to replace the damaged sewer located on Leavenworth Street from Turk Street to Eddy Street with 337 linear feet of 12-inch diameter vitrified clay pipe sewer.

Memo to the Finance Committee
April 22, 1998 Finance Committee Meeting

Budget: The total estimated project cost is \$89,522 including \$58,570 for construction work (Attachment I) and \$30,952 for DPW costs (Attachment II).

Comments: 1. According to Mr. Law, the following construction bids were received from six firms on June 20, 1997:

<u>Name of Bidder</u>	<u>Amount Bid</u>
Esquivel Grading and Paving Inc.	\$87,955
A. Ruiz Construction Co. and Associates, Inc.	95,470
JMB Construction Company	98,546
A. Answer Inc.	108,500
Harty Pipelines Inc.	108,670
Vargas & Esquivel Construction Inc.	162,465

2. Mr. Law advises that various bid items were deleted from the contract. Therefore the final payment to Esquivel Grading and Paving Inc. was \$58,570 or \$29,385 less than the bid amount of \$87,955.

3. Mr. Law reports that the repair work of the damaged sewer began on June 30, 1997 and was completed on July 21, 1997.

4. Mr. Law advises that due to various delays in receiving expenditure documentation from Esquivel Grading and Paving Inc., the PUC is requesting approval of this proposed resolution approximately ten months after the construction work was completed.

Recommendation: Approve the proposed resolution.

FEB 24 1998

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONSTRUCTION MANAGEMENTDr. W. J. CHM
General Construction Svcs

SPEC. NO. 1506N

Cashed 97 0002 84

PROGRESS ESTIMATE NO. FINAL QUANT. FOR WORK PERFORMED THROUGH

PROJECT TITLE: LEAVENWORTH STREET EMERGENCY SEWER REPLACEMENT

CONTRACT AMOUNT	APPROV. C.O.	PENDING C.O.	FORECAST TOTAL	EARNED TO DATE	%	EARNED THIS MONTH	START DATE	ORIG. COMPL.	REV. COMPL.	ACT
\$87,955.00	N/A	N/A		58,570.00	100%		06-30-97	07-21-97	07-21-97	07-21-97
NO.	BID ITEM DESCRIPTION	CONTRACT AMOUNT		EARNED THIS MONTH		UNIT PRICE		EST. THIS PERIOD		TOTAL ESTIMATE
		QUANTITY	AMOUNT	QUANTITY	PRICE	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1.	TRAFFIC ROUTING WORK	1.5	4,800.00	1.5	L.S			100%	4,800.00	
2.	TRENCH AND EXCAVATION SUPPORT WORK	1.5	2,750.00	1.5	L.S			100%	2,750.00	
3.	TYPE "A" MH W/ NEW FRAME & COVER	2 EA.	5,600.00	2 EA.	2,800.00					5,600.00
4.	TYPE "B" MH W/ NEW FRAME & COVER	1 EA.	3,700.00	1 EA.	3,700.00					3,700.00
5.	PIPELINE (E) 3'x5' SEWER W/ 12" Φ NO. 916 VCP	3371 L.F.	21,905.00	3371 L.F.	65.00					21,320.00
6.	POST CONSTRUCTION TV OF NEW MAIN SEWER	1.5	550.00	1.5	L.S					550.00
7.	SIDE SEWER REPLACEMENT	75 L.F.	1,550.00	75 L.F.	20.00					— DELETED —
8.	SIDE SEWER CONNECTION	8 EA.	3,800.00	8 EA.	475.00					8 EA. 3,800.00
9.	SIDE SEWER TV-INSPECTION	8 EA.	800.00	8 EA.	100.00					8 EA. 800.00
10.	CAST IRON WATER TRAP FOR CATCH BASIN	7 EA.	1,750.00	7 EA.	250.00					7 EA. 1,750.00
11.	10" Φ VCP CULVERT	251 L.F.	3,000.00	251 L.F.	120.00					— DELETED —
12.	HANDLING AND DISPOSAL OF HAZARDOUS WASTE	FOR E ACCT.	10,000.00	FOR E ACCT.	FOR E ACCT.					— DELETED —
13.	REMOVING RAILROAD TRACKS WITHIN TOWER TRUNK	FOR E ACCT.	10,000.00	FOR E ACCT.	FOR E ACCT.					— DELETED —
14.	FILLING (E) 2'x5' SEWER W/ SLURRY GROUT	140 cu. yd	17,500.00	140 cu. yd	125.00					108 cu. yd 13,500.00
15.	FIELD OFFICE, TYPE "B"	1.5	300.00	1.5	L.S					— DELETED —
ORIGINAL CONTRACT TOTAL			87,955.00							
EXTRA WORK LIST EACH COT QUANTITY CHANGED			(29,385.00)							
			58,570.00							58,570.00

PAYMENT
REQUESTED BY:

ERQUVEL GRADING & PAVING, INC.

ESTIMATE PREPARED
AND SUBMITTED BY:

KEANWAY, KYC

RESIDENT ENGINEER

Norman
NORMAN, TIM
CONSTRUCTION MANAGER

APPROVED BY:

DWD/CMT

**Cost Breakdown for Leavenworth St. Emergency
Sewer Replacement
Job Order No. 1506N
Design & Construction Support Costs**

Hydraulic Section			
Classification	Rate	Hours	Costs
5504	\$92	8	\$736
5206	\$75	36	\$2,700
5202	\$50	80	\$4,000
5366	\$60	72	\$4,320
5381	\$33	72	\$2,376
1426	\$43	60	\$2,580
Total			\$16,712

Construction Management			
Classification	Rate	Hours	Costs
5210	\$100	10	\$1,000
5208	\$80	16	\$1,280
5204	\$62	80	\$4,960
5318	\$70	100	\$7,000
Total			\$14,240

DPW Costs: \$30,952

Item 2 - File 98-486

Department: Telecommunications and Information Services (DTIS)

Item: Supplemental appropriation ordinance appropriating \$75,000 to cover transitional expenses of transferring responsibility for the operation of public access television from Telecommunications Incorporated (TCI) Cable to the San Francisco Community Television Corporation (SFCTC).

Amount: \$75,000

Source of Funds: Grant Funds contributed to the Cable Television Access Development and Programming Fund by TCI Cable

Description: TCI Cable currently is the City's franchisee for providing cable television services in San Francisco. An amended TCI Cable franchise agreement, approved by the Board of Supervisors in February of 1997, included a provision to transfer rights for operating the Public Access Television Channel from the cable franchisee, TCI Cable, to the City-designated nonprofit organization, SFCTC.

The Public Access Television Channel (Channel 53) (a) provides citizens of San Francisco with the opportunity to be trained in the use of television programming production equipment so that citizens may produce their own television programming for the Public Access Channel, and (b) provides an outlet for television programming for various individuals and community groups, such as churches.

The amended San Francisco Cable Franchise requires that TCI Cable is to make a one-time grant of \$75,000 to the City's Cable Television Access Development and Programming Fund to cover the costs related to the transition of public access television from the TCI Cable to SFCTC.

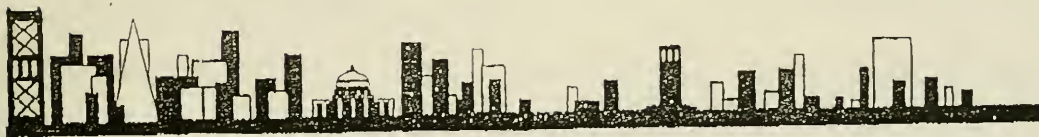
According to Mr. Ed Harrington, the SFCTC is in the process of identifying a site for a new public access facility, and the \$75,000 transition grant would allow SFCTC to retain an architect and an engineering consultant to assist in the build-out of a public access production facility, and to cover other expenses related to establishing a suitable television studio.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Budget:** The attached budget, provided by Mr. Zane Blaney of SFCTC, provides estimated costs for the proposed \$75,000 expenditures, including hourly rates and number of hours, where applicable.
- Comment:** Mr. Blaney has stated that SFCTC plans to assume partial responsibility from TCI Cable for operating the Public Access Channel in July of 1998. Mr. Blaney estimates that SFCTC will assume full responsibility for operation of the Public Access Channel within eight to 12 months.
- Recommendation:** Approve the proposed ordinance.

TEL NO.

Apr 01.98 17:37 P.02



San Francisco Community Television Corporation

MEMORANDUM

To: Mr. Stan Jones
Budget Analyst Office

From: Zane Blancy, Executive Director
San Francisco Community Television Corporation (CTC)

Ref: \$75,000 TCI grant for public access transition.

Date: April 1, 1998

Via FAX to 399-1064
5 pages including cover

The budget breakout is the same as the original proposal contained in the Request for Supplemental Appropriation except that we have dropped item #5 under Background since rent money will be coming from other sources. Also, enclosed is Section 27.2 (e) from the San Francisco Cable Television Franchise that addresses the \$75,000 TCI grant. The Amended San Francisco Cable Franchise was adopted on February 10, 1997.

BUDGET

Architect and Construction Consultants	
275.00 Hours @\$100.00/Hour.....	\$27,500.00
Engineering Consultant	
800.00 Hours @ \$25.00/Hour.....	\$20,000.00
Administrative Assistant PTE	
833.33 Hours @ \$15.00/Hour.....	\$12,500.00
Outreach and Development Consultant	
600.00 Hours @ \$25.00/Hour.....	\$15,000.00
Total.....	\$75,000.00

P. O. Box 427190
San Francisco, CA 94142
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(415) 557-4293
(415) 557-4449 - FAX
accessstv@sfctc.org

Main Public Library
Civic Center
San Francisco, CA 94102

Item 3 – File 98-450

Department: Department of Public Works (DPW)

Item: Ordinance amending Chapter VI of Part 1 of the San Francisco Municipal Code (Administrative Code) to add Section 6.09, authorizing the Department Heads, in charge of the Department of Public Works, the Public Utilities Commission, the Port, the Airport, and the Municipal Railway, who may enter into construction contracts, to seek proposals from private firms for design-build construction and/or private financing of public works projects where necessary or appropriate to achieve cost savings or time efficiencies, or both, provided that the final contracts between the City and the private firms shall be subject to approval of the Board of Supervisors.

Description: The proposed ordinance would add Section 6.09 to Chapter VI of Part 1 of the Administrative Code, authorizing the Department Heads of the Departments of Public Works, Public Utilities Commission, the Port, the Airport, and Municipal Railway, who may enter into construction contracts for public works projects, to seek proposals from qualified private firms for design-build construction and/or private financing of public works construction projects.

Under the design-build concept, one firm performs both the design and construction under a single contract, and the design-build firm is totally responsible for the project from design through construction. Currently, the City undergoes a design-bid-build process whereby an architectural/engineering firm is chosen through a Request for Proposal (RFP) process to design a project, which is then put out to competitive bid and the lowest responsive bidder is awarded the construction contract. According to Mr. Mark Primeau, Director of the DPW, the City may be able to achieve cost savings or time efficiencies, or both, and attain private financing, by utilizing design-build programs to construct some public works construction projects.

According to Ms. Monique Moyer of the Mayor's Office of Public Finance, if a design-build public works project

BOARD OF SUPERVISORS
BUDGET ANALYST

included private financing, the City would grant a long term ground lease of City-owned land to a private developer, subject to approval by the Board of Supervisors. The private developer would then develop the land according to the City's specifications and criteria, and the City would become a tenant by leasing the newly constructed facility, such as, for example, a new building, subject to approval by the Board of Supervisors. At the end of the ground lease, the City would own the facilities developed by the private developer on the City land.

The proposed ordinance would allow design-build construction, including private financing, of public works construction projects, following a determination by the applicable Department Head that a design-build program and/or private financing is necessary or appropriate to achieve anticipated cost savings or time efficiencies, or both, and that such a process is in the City's best interest. The Department Head must report to the Clerk of the Board of Supervisors that a design-build contract and/or private financing for a specific project is in the City's best interest. Then, a design-build construction project and/or private financing of a public works project would be authorized under the following conditions:

- If the public works project is for the use or benefit of a department that is under the jurisdiction of a Commission, then the Commission shall first approve the solicitation of design-build and/or private financing proposals. If the public works project is not for the use or benefit of a department under the jurisdiction of a Commission, then the Mayor must first approve the process. The final approval of design-build contracts, including a review of private financing provisions, would be subject to separate legislative approval by the Board of Supervisors.
- Developers submitting design-build proposals shall offer evidence of qualifications in the field of design and construction of similar projects using the design-build process. Developers also submitting private financing proposals shall provide evidence of the commitment of the funds necessary to privately finance the proposed projects to completion.

- Private developers shall comply with all applicable requirements set forth in the Administrative Code Sections 12 B, 12C, and 12D, having to do with nondiscrimination in contracts and the use of minority, women, and local businesses.
- The Department Head shall evaluate private Developer proposals under the criteria set forth in Administrative Code Section 12D.11(C) and rank the proposals to determine which provides the best overall value to the City in regard to the following: (1) expediency in completing the proposed project; (2) cost to the City; (3) qualifications to design-build and, if applicable, the ability to privately finance the proposed project; (4) qualifications to construct the proposed project; (5) quality of design proposal; (6) commitment to meet City hiring goals (e.g. welfare-to-work), (7) if private financing is sought, commitment of funds, cost of funds, and terms to the City; and (8) compliance with all proceedings and criteria established by the applicable Department Head in the request for proposals.

If the above conditions for a design-build construction and/or private financing of a public works construction project are met, then the requirements of Administrative Code Sections 6.05, 23.24, and 23.25-1 regarding the City's competitive bidding procedures would not apply to the selection of the private firm, according to Mr. George Wong of the City Attorney's Office.

According to Mr. Wong, all final contracts for a public works project that involve a design-build and/or private financing would be subject to approval by the Board of Supervisors. Furthermore, the City's Capital Improvements Advisory Committee would be required to report on and recommend approval of the proposed project to the Board of Supervisors, prior to the Board of Supervisors considering the final contract with the private firm.

Comments:

1. According to Ms. Tara Lamont of the DPW, the DPW plans to issue a Request for Proposals (RFPs) to private firms for a design-build and private financing project for

BOARD OF SUPERVISORS
BUDGET ANALYST

the construction of a new jail in San Bruno in order for DPW to evaluate the cost and feasibility of having a private entity build a new jail at San Bruno under such a design-build-finance concept. The bids will be evaluated according to the criteria set forth above, which, according to Ms. Lamont, will give over 50 percent of the evaluation weight to the low cost criteria. However, the Budget Analyst notes that the evaluation weight is not contained in the legislation. According to Ms. Lamont, the legislation does not contain the evaluation weight because the criteria will vary with each project.

2. According to Mr. Primeau, the advantage of the design-build method of project delivery is that it forces accountability and risk management onto the private design-build firm, which in turn may potentially reduce claims. Mr. Primeau notes that other Federal, State, and municipal governments, including the California Cities of San Jose, Sacramento, and San Diego, have used design-build construction contracts for public works projects resulting in improved efficiency on such projects and reduced time schedules due to streamlined procedures. According to Mr. Primeau, responsibility for total project delivery by a single entity could thus result in a more efficient and cost effective method of designing and building public works projects.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors. As noted above, while the Department of Public Works states that over 50 percent of the evaluation of design-build proposals will be based on cost, such an evaluation weight is not contained in this proposed legislation.

Item 4 - File 98-569

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Supplemental Appropriation Ordinance appropriating \$30,000,000 to allow San Francisco General Hospital to participate in the SB 1255 Disproportionate Share Payment Program and the Medi-Cal Graduate Medical Education Program through the California Medical Assistance Commission during FY 1997-98.

Amount: \$30,000,000

Source of Funds: Medi-Cal Revenues

Description: In 1989, Senate Bill 1255 (SB 1255) established a Disproportionate Share Payment Program, now known as the Emergency Services and Supplemental Payment Fund. This Fund provides a mechanism for additional supplemental payments to disproportionate share hospitals, such as SFGH. A disproportionate share hospital is defined as a hospital with Medi-Cal inpatient and indigent utilization higher than the State average. Under SB 1255, disproportionate share hospitals make voluntary transfer payments to the California Medical Assistance Commission. The State uses these funds to match Federal Medi-Cal funds, thereby increasing the total amount of Medi-Cal funds which can be made available to disproportionate share hospitals. The State then transfers increased Medi-Cal revenue funds back to the disproportionate share hospitals for the Medi-Cal patient days of service provided by such hospitals. SFGH is one of 41 hospitals Statewide which is eligible to receive funds under the SB 1255 Program, according to Ms. Monique Zmuda of the DPH.

In addition, last year, Section 14085.7 was added to the State's Welfare and Institutions Code to create a Medi-Cal Graduate Medical Education Supplemental Payment Fund. According to Ms. Zmuda, the State's Graduate Medical Education Program (GME) was established to provide financial support to teaching hospitals. Similar to the SB 1255 Program, the GME Program requires that hospitals contribute matching funds which are used to leverage Medi-

BOARD OF SUPERVISORS
BUDGET ANALYST

Cal reimbursement. Ms. Zmuda advises that SFGH is one of fifteen hospitals Statewide which qualifies to receive reimbursement for the cost of graduate medical education under the GME Program.

The DPH estimates that if this requested supplemental appropriation of \$30,000,000 is approved, the State would allocate back to the City an estimated \$52,000,000 in Medi-Cal funds, for FY 1997-98, resulting in a net gain to the City of up to an estimated \$22,000,000, including up to an estimated \$17,000,000 for SB 1255 and \$5,000,000 for the GME Program.

The DPH reports that approval of the proposed legislation is being requested prior to the DPH knowing the exact amount of the net gain to be realized by the City, in order to participate in the program as operated by the State. The DPH advises that customarily there is only approximately a two to three week turn-around period between the time that the State announces the availability of revenue and the time in which the DPH must transfer the payment to the California Medical Assistance Commission in order to take advantage of the increased revenues.

This is the eleventh year that the DPH has participated in the SB 1255 Program. According to Mr. John Madden of the Controller's Office, based on the City's payment of \$25,000,000 to the California Medical Assistance Commission in FY 1996-97, the City received back from the State \$42,000,000 in FY 1997-98 Medi-Cal revenues, resulting in a net gain to the City of \$17,000,000.

Comments:

1. In addition to this subject request, in March of 1998, the Board of Supervisors approved a supplemental appropriation ordinance of \$33,000,000 in Medi-Cal revenues for SFGH's participation in the SB 855 Disproportionate Share Payment Program, which is estimated to result in a net gain of \$16.8 million to the City. According to Ms. Zmuda, SFGH, as a disproportionate share hospital, is eligible to receive Medi-Cal revenues from the State from both the SB 855 Disproportionate Share Payment Program and the subject SB 1255 Disproportionate Share Payment Program.

2. As noted above, the DPH anticipates that this proposed legislation will result in net estimated additional Medi-Cal revenues to the City of up to an estimated \$22,000,000, including \$17,000,000 for the SB 1255 Program and up to an estimated \$5,000,000 for the GME Program. According to Mr. Madden, the net additional revenues, estimated at \$22,000,000, to be realized by the City, would be used for purposes of funding the SFGH FY 1998-99 budget.

3. Mr. Madden advises that the Controller will not release any of the requested \$30,000,000 appropriation until formal notification is received from the State indicating the specific level of Medi-Cal revenues that will be allocated back by the State to the City.

Recommendation: Approve the proposed ordinance.

Item 5 - File 98-220

Department: Department of Administrative Services (DAS)

Item: Hearing transmitting communications from the Department of Administrative Services regarding the Annual Joint Fundraising Drive.

Description: Section 16.93-1 of the San Francisco Administrative Code states that deductions from employee pay warrants for charitable organizations shall only be withheld based upon authorizations made by employees in the Annual Joint Fundraising Drive. Section 16.93-3 requires the Administrative Services Department (a) to review all applications from those charitable organizations submitting such applications to participate in the City's Annual Joint Fundraising Drive, and (b) to recommend to the Board of Supervisors charitable organizations which qualify to participate in the City's Annual Joint Fundraising Drive in accordance with criteria set forth in Section 16.93-2 of the Administrative Code.

In this communication, Administrative Services reports that it has reviewed the applications from nine charitable organizations that have applied to participate in the City's 1998 Annual Joint Fundraising Drive in accordance with the criteria delineated in Section 16.93-2 of the Administrative Code. Administrative Services reports that all nine charitable organizations comply with the Section 16.93-2 criteria and recommends that all nine organizations be approved to participate in the City's 1998 Annual Joint Fundraising Drive. The summary of findings reported by Administrative Services is contained in the Attachment to this report.

Section 16.93-4 of the Administrative Code also requires the Board of Supervisors to designate, by resolution prior to May 1, 1998, those agencies that qualify to participate in the 1998 Annual Joint Fundraising Drive. The nine charitable organizations that have applied to participate in the City's 1998 Annual Joint Fundraising Drive are as follows:

Bay Area Black United Fund, Inc.
Combined Health Appeal of California
Earth Share of California

BOARD OF SUPERVISORS
BUDGET ANALYST

Local Independent Charities
The Progressive Way
The United Way of the Bay Area
Mayor's Homeless Fund
Mayor's Youth Fund
Mayor's Youth Employment for the Summer Fund

Comment: According to Ms. Jill Lerner of Administrative Services, the organizations listed above, with the exception of Local Independent Charities, participated in the 1997 Annual Joint Fundraising Drive.

Recommendation: Prepare in and report out a resolution designating the nine qualifying charitable organizations to participate in the City's 1998 Annual Joint Fundraising Drive, as listed above.

SUMMARY OF FINDINGS

1998 Review of Applications To Participate in Annual Fundraising Drive

SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File 98-0220 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Ted Lakey that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All nine organizations that applied for participation in the 1998 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement. New legislation enacted last year includes as participants in the annual joint fund-raising drive any Mayor's fund which is created to further social causes. Under Administrative Code Section 16.93-2, only subsections (b), (c) and (e) apply to the Mayor's funds. All other agencies must satisfy subsections (a) through (e).

Criterion A: Be a federated agency representing ten (10) or more charitable organizations of which 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising or otherwise doing business in those counties.

1. Bay Area Black United Fund, Inc.

Bay Area Black United Fund, Inc. represents over 30 organizations, all of which are located in the Bay Area.

2. Combined Health Appeal

Combined Health Appeal represents 38 national health agencies of which 50 percent have offices located in the Bay Area.

Summary of Findings
1998 Review of Applications
Page 2 of 4

3. Earth Share of California (Environmental Federation of California)

Earth Share of California represents 91 organizations of which 50 percent or more are located in the Bay Area.

4. Local Independent Charities

Local Independent Charities represents over 150 organizations of which 50 percent or more are located in the Bay Area.

5. The Progressive Way

The Progressive Way represents over 40 organizations, 50 percent or more of which are located in the Bay Area.

6. United Way of the Bay Area

United Way of the Bay Area represents over 300 organizations, all of which are located in the Bay Area.

Criterion B: Certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Based on consultation in years past with the City Attorney, we have concluded that all the applicants complied with this requirement.

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

This criterion was met by all agencies in that they were in existence during the fundraising campaign of 1997.

Summary of Findings
1998 Review of Applications
Page 3 of 4

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

All agencies provided these documents, as detailed below:

1. Bay Area Black United Fund, Inc. provided financial statements dated December 31, 1996 and an independent auditors' report by Willis/Coleman Accounting Services, CPAs, dated December 12, 1997
2. Combined Health Appeal of California provided financial statements for the year ended June 30, 1997 and an independent auditors' report prepared by Rooney, Ida, Nolt and Ahern, CPAs, dated July 31, 1997.
3. Earth Share of California provided a financial statement dated June 30, 1996 and an independent auditors' report dated October 1, 1996 by Bregante & Company, LLP.
4. Local Independent Charities provided financial statements as of April 30, 1997 and 1996 with an Independent Auditors' Report by Bun, Pilger & Mayer.
5. The Progressive Way provided financial statements for the year ended 1995 and an Independent Auditors' Report by Crosby & Kaneda, CPAs, dated June 14, 1996.
6. United Way of the Bay Area provided a financial statement of June 30, 1996 and an Independent Auditor's Report by Hood & Strong, LLP, dated December 20, 1996.
7. Mayor's Homeless Fund, created by ordinance (Administrative Code Section 10.117-33), provided a Statement of Balance dated 03/09/98.
8. Mayor's Youth Fund provided a Statement of Activities for the Year Ended September 30, 1997.
9. Mayor's Youth Employment for the Summer Fund (YES) is served by the Private Industry Council ("PIC") as its fiscal agent. The PIC submitted audited financial statements for the two year period ended June 30, 1995 with an Independent Auditor's Report by Izabal, Bernacial & Company dated February 23, 1996.

Summary of Findings
1998 Review of Applications
Page 4 of 4

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications may be considered complete, although clarification may have been necessary to conduct this review.

All applicants provided documentation in their letters of application to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-2 which constitutes "certification."

Therefore, all applicants were in compliance with Criterion E.

Item 6 - File 97-97-68

Note: This item was continued by the Finance Committee at its meeting of January 21, 1998.

Item: Hearing to consider whether or not Chapter 67 of the Administrative Code (the San Francisco Sunshine Ordinance) should be amended to include a subsection that requires non-profit organizations that contract with the City to comply with certain sections of the Sunshine Ordinance.

Description: In July of 1993, the Board of Supervisors approved an ordinance amending the Administrative Code by adding Chapter 67, referred to as the Sunshine Ordinance. The Sunshine Ordinance sets forth rules and regulations to ensure that the City's operations are open to the public's review by requiring actions such as public notices of meetings and agenda disclosures (File 97-93-6). Currently, non-profit organizations that receive City funds and perform City services are not required to comply with the Sunshine Ordinance.

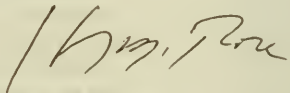
According to the Sponsor's Office, the public has requested access to meetings conducted by Boards of Directors of non-profit organizations, which receive City funds, particularly where budget or financial items are being discussed, reviewed or approved. According to the Sponsor's Office, the subject hearing is being held to consider amending the Sunshine Ordinance to include a subsection that will apply to non-profit organizations that contract with the City. The Sponsor's Office advises that non-profits would be required to: (a) set aside 30 minutes of every meeting for public comment; (b) give formal notice of meetings by a reasonable time; (c) provide copies of regularly prepared meeting agendas and minutes, if they are already prepared for the meeting, as a public record; and (d) provide full financial disclosure of all budget items.

Comments: 1. According to the Sponsor's Office, they are currently working with the City Attorney's Office and the Sunshine Ordinance Task Force to research and draft an amendment to the Sunshine Ordinance that would apply to non-profit organizations. The Sponsor's Office advises that it is intended that no additional costs would be incurred by either the City or the non-profit organizations as a result of the pending amendment to the Sunshine Ordinance. However, the Budget Analyst notes that

recommendation I.2 of the Attachment to this report states that "the city should fund external performance evaluations that are both qualitative and quantitative for non-profits having city contracts". If such a requirement is made part of a future ordinance that is approved by the Board of Supervisors, additional costs could be incurred to the extent that it mandates additional expenditures for non-profit contracts. As of the writing of this report, the Budget Analyst has been informed that additional meetings on the attached recommendations are being held by the Office of the Sponsor of this item.

2. According to the Sponsor's Office, it has not yet been determined who would be responsible for enforcing the pending amendment to the Sunshine Ordinance. Mr. Bob Planthold of the City's Sunshine Ordinance Task Force advises that, if the Sunshine Ordinance Task Force were charged with enforcement, no additional staff or funding would be requested from the City.

3. The Sponsor's Office advises that the Sunshine Ordinance Task Force met in March of 1998 and has developed recommendations for the pending amendment to the Sunshine Ordinance that will be addressed at the Finance Committee Meeting on April 22, 1998. The Attachment to this report, provided by the Sponsor's Office, is a list of the Sunshine Ordinance Task Force's recommendations.



Harvey M. Rose

cc: Supervisor Teng
President Kaufman
Supervisor Newsom
Supervisor Ammiano
Supervisor Bierman
Supervisor Brown
Supervisor Katz
Supervisor Medina
Supervisor Yaki
Supervisor Yee

Clerk of the Board
Controller
Gail Feldman
Matthew Hymel
Stephen Kawa
Ted Lakey

Member
Board of Supervisors
City and County of San Francisco



TOM AMMIANO

Public and Task Force recommendations to be addressed at the Finance Committee.

RECOMMENDATIONS

I. General

1. The city should standardize its own contract monitoring procedures.
2. As part of the city's oversight process, the city should fund external performance evaluations that are both qualitative and quantitative for non-profits having city contracts.
3. The city should create guidelines for exemptions for certain categories of non-profits such as, but not limited to, battered spouse shelters, abortion clinics, etc.
4. The city should create guidelines for exemption for certain types of information from disclosure, including but not limited to, litigation, personnel, real estate and sensitive donor information.

II. Public Access to Board and Records

1. Non-profits should be required to create a package of pertinent, readable financial information including 990's audits, budgets, etc. This information should be readily available and accessible to the public.
2. The Sunshine Task Force should process requests, submitted in writing, for information beyond that contained in the financial package described above. The Sunshine Task Force should then provide mediation services between the non-profit and the petitioner.

III. Public Access to Meetings

1. During the course of one year, all non-profits receiving public funds should hold two or more meetings of their Board of Directors that deal with substantial matters, are noticed 30 days in advance, and allow ample time for public comment.
2. Notification of such meetings should be reasonable, meaning cost neutral to the agency, but readily and easily accessible to the public.

IV. City Appointed Representatives/ Observers

1. The community served by an agency should be represented on that agency's board.
 - A. At least one consumer of the type of service offered should be a member of the agency's board.
 - B. Each agency should actively seek a pool of consumer/community candidate for board positions by:
 - a.) noticing board vacancies in appropriate ways that are readily accessible to the effected community.
 - b.) providing for self nomination at one of the open board meetings.
 - c.) providing for input from public on board membership needs.
2. In the event that certain levels of non compliance with any or all of the provisions herein recommended are reached, the city should appoint a non-voting observer to the board of the non-conforming organization. That observer will not participate in executive sessions. The city should establish the appropriate guidelines. This should be viewed as an intermediate step in the process that can culminate in contract termination.

CALENDAR

1st Pated 4/24/98
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Finance Committee Board of Supervisors City and County of San Francisco

REGULAR MEETING

WEDNESDAY, APRIL 29, 1998 - 1:00 P.M.

VETERANS BUILDING
401 VAN NESS AVE, ROOM 410
SAN FRANCISCO, CA. 94102

MEMBERS: Supervisors Mabel Teng, Barbara Kaufman, Gavin Newsom

CLERK: Joni Blanchard

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

Disability Access



Both the Committee Room (Room 410) and the Chamber (Room 404) are wheelchair accessible. The closest accessible BART Station is Civic Center, four blocks from the Veterans Building. Accessible MUNI lines serving this location are: #42 Downtown Loop and the #71 Haight/Noriega and the F line to Market and Van Ness and the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 308 staff.

The following services are available on request 48 hours prior to the meeting or hearing:

- ♦ For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.
- ♦ For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-4851.

CONSENT CALENDAR

1. All items listed hereunder constitute a Consent Calendar, are considered to be routine by Committee and will be acted upon by a single, roll-call vote. There will be no separate discussion of items unless a member of the Committee or public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.
 - a. File 98-0623. [Reserved Fund, SFPD] Hearing to consider release of reserved funds, Police Dept. (COPS-MORE Program, Res. No. 140-96), in the amount of \$2,521,295 to purchase and install laptop Mobile Computer Terminals for use by the Community Police Officers; see Files 143-95-7 & 143-95-7.1. (Police Dept.)
 - b. File 98-0622. [Reserved Funds, DPW] Hearing to consider release of reserved funds, Dept. of Public Works (1990 Earthquake Safety Bond Program Phase 2, Ord. No. 144-91), in the amount of \$416,520 for funding a portion of St. Mary's Square Garage construction contract. (Dept. of Public Works)

ACTION:

REGULAR MATTERS

2. File 98-0466. [Naturalization Application Processing] Resolution approving assignment of full-time City employees on paid status for periods of 6 months per employee to assist the Immigration and Naturalization Service to process current backlog of naturalization applications for a period of not more than 1 year and authorizing the assignment of City employees on paid status to provide assistance to the Immigration & Naturalization Service at the regular Tuesday morning naturalization ceremonies. (Supervisor Ter

ACTION:

3. File 98-0515. [Newsracks] Ordinance amending Public Works Code by adding Section 184.12 regulating the placement and maintenance of newsracks on public streets, sidewalks and rights-of-way to prohibit free-standing newsracks in specified areas of the City, authorizing the creation of fixed pedestal zones in specified areas of the City and authorizing the Director of Public Works to select and enter into agreements with vendors to provide and maintain fixed-pedestal newsracks. (Supervisor Kaufman)

ACTION:

4. File 98-0516. [Newsrack Appeal] Ordinance amending Municipal Code Part III, by amending Section 8 to provide for appeals to the Board of Permit Appeals from decisions of the Director of Public Works concerning permits for fixed pedestal newsracks; see File 98-0515. (Supervisor Kaufman)

ACTION:

5. File 98-0596. [Street Cleaning Parking Violation Penalty Fee] Ordinance amending Traffic Code Section 37(c) to increase the penalty for street cleaning parking violation (to \$30). (Mayor Willie L. Brown, Jr.)

ACTION:

6. File 98-0421. [Appropriation/Mayor's Office] Ordinance appropriating \$20,120,317, Mayor's Office, of bond proceeds and interest income for cost of implementation of Affordable Housing and Home Ownership Program for FY 1997-98. RO #97221. (Supervisor Brown)

ACTION:

7. File 98-0546. [Environ. Review Fees] Ordinance amending Chapter 31, Art. 5 of Administrative Code by repealing existing Section 31.46, converting Section 31.46A to a new Section 31.46, amending Section 31.46 to modify & eliminate certain Planning Dept. fees, and deleting Section 31.46(g), the sunset clause. (Planning Dept.) (Planning Commission Reso. No. 14605 adopted 3/26/98 approving amendments).

ACTION:

8. File 98-0513. [Planning Dept. Fees] Ordinance amending Planning Code by repealing existing Article 3.5, converting Article 3.5A to a new Article 3.5, amending Planning Code Sections 350 through 357 to modify and eliminate certain Planning Dept. fees, and deleting Sections 358, the Sunset Clause; see File 98-0546. (Planning Dept.) (Planning Commission Reso. No. 14605 adopted 3/26/98 approving amendments)

ACTION:

9. File 98-0220. [Annual Joint Fundraising Drive - 1998] - Hearing to consider requests from various agencies to participate in the 1998 Annual Joint Fundraising Drive. (Clerk of the Board) (Consideration continued from 4/22/98)

ACTION:

10. File 98-0558. [MOU-Fire Fighters Local 798/Barg. Unit 1] Ordinance amending Ord. No. 381-95 to implement the previous Amendment No. 3 to the Memorandum of Understanding between the S.F. Fire Fighters Union Local 798, IAFF, AFL-CIO for Bargaining Unit 1 and the City & County of San Francisco to be effective July 1, 1997 - June 30, 1999. (Dept. of Human Resources)

ACTION:

11. File 98-0559. [MOU, Fire Fighters Local 798/Barg. Unit 2] Motion amending Ord. No. 382-95 to implement provisions of Amendment Number 3 to the Memorandum of Understanding between the S.F. Fire Fighters Union Local 798, IAFF, AFL-CIO for Bargaining Unit 2 and the City & County of San Francisco to be effective July 1, 1997 - June 30, 1999. (Dept. of Human Resources)

ACTION:

SPECIAL ORDER - 3:00 P.M.

12. File 101-97-24. [SFFD-Overtime] Hearing to consider why the Fire Dept. has expended its entire FY 97-98 budget for overtime, what steps are being taken to curb abuses of overtime and disability pay and supplemental appropriation to allow Fire Dept. to continue to pay firefighters through the end of the fiscal year. (Supervisor Kaufman) (Consideration continued from 4/15/98)

ACTION:

13. File 98-0347. [Overtime Spending] Hearing to address the issue of overtime spending and potential abuse within various City departments. (Supervisor Teng)

ACTION:

LEGISLATION UNDER THE 30-DAY RULE

Rule 5.40 provides that when an ordinance or resolution is introduced which would create or revise major city policy, the committee to which the legislation is assigned shall not consider the legislation until at least 30 after the date of introduction.

File 98-0518. [Affordable Child Care Program] Ordinance amending Planning Code Section 314.5 to expand the sources and eligible uses of monies in the Affordable Child Care Fund, to allow monies from that fund to be used to fund any report(s) required to demonstrate the relationship between office and hotel development projects and child care demand as described in S.F. Planning Code Section 314.4 and to provide for Board of Supervisors approval of rules and regulations for the uses of that fund; see File 98-0519. (Supervisor Teng), 30 Day Rule expires 4/29/98.

File 98-0519. [Affordable Child Care Fund] Resolution approving regulations for the use of the Affordable Child Care Fund established by S.F. Planning Code Section 314.5; superseding existing regulations for the use of the Affordable Child Care Fund; authorizing the use of the current unexpended balance of the Affordable Child Care Fund. (Supervisor Teng), 30 Day Rule expires 4/29/98.

File 98-0521. [Rent Pass Through] Ordinance amending Admin. Code Sections 37.2, 37.3 & 37.8 to permit landlords to pass through to tenant any increase in the property tax rate imposed as a result of a ballot measure approved by the voters between November, 1996 and November, 1998. (Mayor Willie L. Brown, Jr.), 30 Day Rule expires 4/29/98.

Watch future calendars for matters.

Finance Committee
S.F. Board of Supervisors
401 Van Ness Ave., Room 308
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

Bill Lynch
Govt Information Ctr
41 Main Library-Civic Center
100 Larkin Street

25
9/98
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

April 24, 1998

TO: Finance Committee

FROM: Budget Analyst *Recommendations for meeting w/...*
DOCUMENTS DEPT.

SUBJECT: April 29, 1998 Finance Committee Meeting

APR 28 1998

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Item 1a - File 98-623

Department: Police Department (SFPD)

Item: Hearing to consider the release of reserved funds in the amount of \$2,521,295 for the "Community Oriented Policing Services - Making Officer Redeployment Effective" Program (COPS-MORE), pertaining to the City's 911 system, which would provide laptop Mobile Computer Terminals for use by Community Police Officers.

Amount: \$2,521,295

Source of Funds: Previously reserved United States Department of Justice (DOJ)/Office of Community Oriented Policing Services (COPS) grant funds

Project: Equipment and technology component of the Community Oriented Policing Services - Making Officer Redeployment Effective (COPS MORE) Program

Description:

In June of 1994, San Francisco voters approved Proposition B (911 Emergency Communication Center Financing Project) which authorized the City to enter into lease financing arrangements with the San Francisco Lease Finance Corporation, a non-profit corporation, for the purpose of constructing a combined dispatch center and acquiring related equipment, including a computer-aided dispatch system for police, fire and emergency medical services.

One component of the 911 Emergency Communication Center Financing Project was a Mobile Computing System (MCS), which would serve as an emergency dispatch system. Subsequent to the approval of Proposition B by the electorate in 1994, the SFPD was notified that it was eligible to receive Federal Grant funds for the COPS-MORE Program for project costs associated with the Mobile Computing System.

The COPS-MORE Program is designed to increase the level of community policing services by increasing Police Officer presence in the City's neighborhoods. The equipment and technology component of the COPS-MORE Program consists of purchasing the Mobile Computing System and installing Mobile Computing Terminals (MCTs) in SFPD patrol vehicles, thereby allowing Police Officers to complete incident and accident reports in the field rather than at the District Stations. The SFPD advises that this would reduce the time expended by Police Officers driving to and from District Stations and would therefore enable Police Officers to spend additional time in the field, responding to service calls, investigating crimes and completing crime reports while remaining in the neighborhoods in which they patrol.

In February of 1996, the Board of Supervisors authorized the SFPD to accept and expend \$2,713,801 in Federal grant funds under the COPS-MORE Program (File 143-95-7), and appropriated the required matching funds in the amount of \$1,600,000 from 911 Project Funds authorized under Proposition B (File 101-95-44), for a total of \$4,313,801. Of the \$2,713,801 in COPS-MORE Program grant funds, the Board of Supervisors reserved \$2,591,295 pending (1) Electronic Information Processing Steering Committee (EIPSC) approval, and (2) the selection of a vendor and the submission of finalized budget details. On November 25, 1996, the Finance Committee approved the release of

\$70,000 for consultant services, leaving a balance of \$2,521,295 on reserve. The SFPD is now requesting that the balance of funds, \$2,521,295, be released from reserve for the purpose of purchasing 261 MCTs at an average price of approximately \$9,660, including related equipment, and installation services.

This request would authorize the release of \$2,521,295 in previously reserved Federal grant funds for the SFPD to purchase 261 Mobile Computing Terminals (MCTs) for installation in SFPD patrol vehicles.

Budget: The SFPD has provided a detailed budget for the requested \$2,521,295, including a description of each item and the price per item, shown in the Attachment to this report.

Comment: 1. Sergeant Bisordi advises that a total of 390 MCTs and related equipment and services will be purchased for the COPS-MORE Program. According to Sergeant Bisordi, all 250 of the SFPD's patrol cars will be outfitted with a MCT and the balance of 140 will be used as back-up reserve units and for training purposes at the Police Academy. The proposed release of reserve funds would purchase 261 of the 390 laptop MCTs and related equipment and services.

According to Sergeant Bisordi, the balance of 129 laptop MCTs (390 less 261) and related equipment and services will be purchased with monies from the 911 Project Fund, subject to approval by the Board of Supervisors. The 911 Project Fund is a repository to receive monies from the 911 Emergency Response Fee, currently collected by the City at a rate of \$1 per month per telephone access line and \$5 per month per trunk line from residential and commercial users of telephones located in San Francisco. According to Ms. Lisa Harris of the 911 Project, the Fund currently collects approximately \$9,192,000 annually.

2. According to Sergeant Bisordi, it is planned that approximately 30 to 35 of the laptop MCTs would first be installed on a test basis in new radio patrol cars in the Northern District Police Station. Sergeant Bisordi advises that the installation of laptop MCTs in all SFPD radio patrol cars will be phased-in after the testing period, but that a specific timeframe has not yet been determined.

3. On April 18, 1996, EIPSC approved the purchase of 390 laptop MCTs and related equipment project for the COPS-MORE Program.

Recommendation: Approve the release of reserved funds in the amount of \$2,521,295.

COPS-MORE '95				
Mobile Equipment Component	Model Number	Cost Per Item	Number	Total Cost
Mobile Computer Terminals - (MCT)	Panasonic CF-25/Mk III - Model No. CF25LJF8EAM *	\$ 5,390.00	261	\$ 1,406,790.00
Vehicle Radio Modem	Motorola - VRM600 - 15-35 watt - Model No. F2452	\$ 2,450.00	188	\$ 460,600.00
- VRM Software	Motorola - J924 - Protocol SFWR - MDC4800	\$ -	188	\$ -
MCT Software	Motorola - WaveSoft Link 200 - RWQ4053 - 1A2850	\$ 675.00	261	\$ 176,175.00
Vehicle Mounts/Docking Station	"BestDesk" Mobile Computing Port-Replicator Platform	\$ 750.00	188	\$ 141,000.00
VRM Cable	DB9 - 3ft. - Model No. J969 M-F DTE	\$ 30.00	188	\$ 5,640.00
Extra Battery	Panasonic - Model No. CF-VZS251 (Lithium-Ion 9.6 volts)	\$ 207.00	134	\$ 27,738.00
High Gain Antenna	Model # RAF-4001 arm (3db gain)	\$ 30.00	188	\$ 5,640.00
Battery Chargers	Pulse Power - Model No. SMD6-C99L/Adapter Cups Model No. CF-VZS251	\$ 891.00	16	\$ 14,256.00
Port Replicator	Panasonic - Model No. VEB251	\$ 238.00	25	\$ 5,900.00
Port Replicator - AC Power Cable	Panasonic - Model No. CF-AA1526	\$ 109.00	24	\$ 2,616.00
Parallel Cable	Port Replicator Printer Cables	\$ 25.00	27	\$ 675.00
Print-Share Device	Belkin 4PC to 1 Printer	\$ 100.50	7	\$ 703.50
Portable Radio Modem	Motorola - PRM660 - Model No. F2274A	\$ 1,615.00	13	\$ 20,995.00
PRM Cable	Motorola - Model No. V443 (FKN4088)	\$ 40.00	13	\$ 520.00
10x CD-Rom Drive	Panasonic - Model No. CF-VDC252	\$ 319.00	8	\$ 2,552.00
Sub-Total				\$ 2,271,800.50
Sales Tax	8.50%			\$ 193,094.50
MCT - Installation	City & County of SF - Central Shops	\$ 300.00	188	\$ 56,400.00
TOTAL				\$ 2,521,295.00

* 12.1" Active Matrix Display, Factory Anti-Glare (Series III), 2.2 gb Hard Drive, 3.5 Removable Floppy Drive, Lithium Ion Battery, AC Power Adapter

Item 1b – File 98-622

Department: Department of Public Works (DPW)

Item: Hearing to consider the release of \$416,520 in reserved funds for the St. Mary's Square Garage Project.

Amount: \$416,520

Source of Funds: 1990 Earthquake Safety Program Bond Proceeds, Phase II.

Description: In April of 1991, the Board of Supervisors approved a supplemental appropriating ordinance (File 101-90-78) which appropriated \$19,306,580 in 1990 Earthquake Safety Program, Phase II Bond (ESP2) proceeds for various capital improvement projects. An amount of \$5,478,294 was placed on reserve, including an amount of \$4,103,606 for construction projects, pending the selection of contractors and submission of contract cost details. According to Mr. Roger Wong of DPW, of the \$4,103,606 for construction projects placed on reserve, \$416,520 was allocated for earthquake repairs and seismic strengthening at the City-owned St. Mary's Square Garage located at 433 Kearny Street.

Attachment I, submitted by DPW, shows that the St. Mary's Square Garage Project includes earthquake repairs, seismic strengthening, parking facility improvements, the extension of park facilities on the roof, handicapped accessibility work, and hazardous materials removal. According to Ms. Tina Olson of DPW, the subject \$416,520 will be tracked by DPW to ensure it is expended solely for earthquake repair and seismic strengthening related costs, as required by ESP2.

This request would authorize the release of \$416,520 to DPW to be used for earthquake repairs and seismic strengthening costs needed at the St. Mary's Square Garage. The low bidder for the construction contract for the St. Mary's Square Garage Project in the amount of \$6,392,388 is Chiang C.M. Construction, Inc. Including other related costs, the total project costs are \$8,759,284.

Memo to Finance Committee
April 29, 1998 Finance Committee Meeting

According to Ms. Olson, this subject request of \$416,520 is necessary because all funds for the construction contract of \$6,392,388 must be available, and not on reserve, in order for the Controller to certify the contract.

Budget:

Attachment I, submitted by DPW, is a project budget, totaling \$8,759,284, which contains the expenditure details for the St. Mary's Square Garage Project. Attachment II includes the various project funding sources totaling \$8,759,284, including this subject request of \$416,520.

Comments:

1. Attachment III is a memo from Mr. Wong providing background information relating to this project.
2. Mr. Andre Salvador of DPW states that the planned earthquake repair and seismic strengthening work will be completed by December 31, 1998.

Recommendation:

Approve the release of reserved funds.

ST. MARY'S SQUARE GARAGE**PROJECT DESCRIPTION**

Scope of work includes the following:

- 1 Earthquake repair
- 2 Seismic strengthening
- 3 Parking facility improvement
- 4 Park extension on roof
- 5 Accessibility work
- 6 Hazardous materials removal

PROJECT BUDGET**A Pre-construction soft costs**

project management	30,000
planning	110,000
Design	1,299,264
Miscellaneous	154,632
	<u>1,593,896</u>

B Construction

5,710,678

base bid + Alt 1

Construction contingency	12%	681,710
		<u>6,392,388</u>

C Construction support services

BOA - administration	152,000
BOE/Structural	32,000
BOE/Mechanical	12,000
BOE/Electrical	12,000
BCM/Construction management	410,000
Material Testing	41,000
Spical inspection	10,000
Prevailing wage check	15,000
Asbestos monitoring	64,000
	<u>748,000</u>

D Others

License agreement W/ adj owner	25,000
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E Total budget

(A to D)

8,759,284

City and County of San Francisco

BOARD OF SUPERVISORS
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(415) 554-6920
FAX (415) 554-6944
http://www.sldpw.comDepartment of Public Works
Office of the Director
875 Stevenson Street, Room 410
San Francisco, CA 94103-0934BY Willie Lewis Brown, Jr., Mayor
Mark A. Primeau, AIA, Director and City Architect

BY _____

April 14, 1998

Board of Supervisors
City and County of San Francisco
401 Van Ness Avenue
San Francisco, CA 94102

98-0622

Attention: Mr. John Taylor, Clerk of the BoardSubject: Release of Reserve for St. Mary's Square Garage
Earthquake Safety Bond Program Phase 2

Dear Members of the Board:

The first bond sale appropriation request of \$19,306,580 for the 1990 Earthquake Safety Bond Program Phase 2 was approved by the Board (Ordinance No. 144-91, April 15, 1991) placing \$4,103,606 on reserve for construction projects, including the St. Mary's Square Garage Project. This request is to release \$416,520 of the available reserve for the purpose of funding a portion of the construction contract. Remaining portion of the contract is funded by other sources including \$2,188,472 from FEMA. The Department of Parking and Traffic is also requesting separately the release of \$1,200,000 reserve funds for this project. Funding of the project is needed as follows:

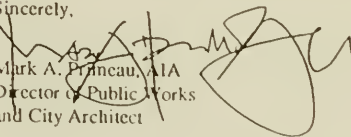
Total Project Budget:	\$8,759,284
ESP2 Bonds (current appropriation):	\$3,026,096
Parking and Traffic	\$1,908,296
Recreation/Park	\$1,219,900
FEMA	<u>\$2,188,472</u>
Total Current Appropriation:	\$8,342,764

Amount requested:	\$ 416,520
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The Department of Public Works has reviewed bids for the subject project and has recommended award of the contract to the low bidder, Chiang C. M. Construction, Inc., whose MBE/WBE status has been verified by the Human Rights Commission.

Enclosed are the Bid Tabulations, Recommendation of Award, and Ordinance No 144-91. Should you need any additional information, please contact Mr. Roger Wong at 557-4655 or Mr. Andre Salvador at 557-4692. Your attention to this matter is greatly appreciated.

Sincerely,


 Mark A. Primeau, AIA
 Director of Public Works
 and City Architect

Enclosures: Ordinance No. 144-91
 Bid Tabulation Form
 Recommendation of Award

cc Roger Wong
Andre Salvador

"IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO" We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service

Teamwork

Continuous Improvement

St Mary's Square Garage

Historical account of the project

Introduction

This project combines three projects into one:

1. FEMA earthquake repairs; seismic strengthening
2. DPT Parking garage condition improvements
3. Rec/Park garage roof strengthening to accept a future park expansion.

By combining all these projects, the City limits the length and the number of service interruptions due to construction. If these projects were to occur separately, the following would most likely occur:

- Operating the garage would be almost impossible, and would result in unnecessary losses in revenue.
- The cumulative cost of all projects would be higher than the current budget.
- There would be duplication in design costs and other fees.
- Finished work would be re-opened to allow for new construction, and then need repatching.
- Construction time could be four times as much as a single project.

We believe that by combining these projects, we are addressing in a single effort, all the operational and physical condition needs of the garage. This comprehensive approach, although lengthy, provides the best long-term strategy to deal with this facility within the downtown urban context.

Project History

- April 1992: Condition assessment started
- March 1993: Recreation and Park Department (R/P) requests a conceptual study for the inclusion of park extension on roof. DPW continues park-extension study and worked with Garage Operator.
- Sept. 1993: Start of design drawings
- April 1994: Design changes requested by Department of Parking and Traffic (DPT) to remove escalator and man-lift, and relocation of rest rooms.
- May 1994: Rec/Park requests study to include a community center at covered portion of roof.
- August 1994: Rec/Park decides to proceed with park expansion on roof.
- April 1995: Working drawings 90% completed.
- May 1995: Rec/Park requests moving the elevator machine room from top of elevator shaft to roof level in order to minimize shadow on park.
- June 1995: DPT requests breaking down construction schedule into six phases.
- January 1996: DPW completed working drawings after incorporating all client changes and submits building permit application to DBI.

- March 1996: DPW requests FEMA/OES for a supplemental DSR based upon eligible scope.
- July 1996. DPW Advertises project
- August 1996: DPW receives only one bid whose price exceeded budget
- Sept. 1996: DPW rejects bid after conferring with clients.
- Sept 1996. DPW starts drawing revisions to simplify roof structural design, reduce additive alternates, and minimize construction phases.
- April 1997: FEMA responds to City's request for supplemental DSR, but reduces amount of DSR. The City's efforts to challenge FEMA's decision impacts project schedule.
- July 1997: City submits appeal to FEMA.
- Nov. 1997: City re-advertises project
- Jan. 1998: Receives bids
- Jan. 1998: Human Rights Commission (HRC) starts process of reviewing bids. Some contractors appeal HRC's preliminary decision.
- Feb. 1998: FEMA rejects appeal.
- March 1998. HRC issues final recommendation

Item 2 - File 98-466

Department: Department of Human Services (DHS)

Item: Resolution authorizing the assignment of City employees, on a voluntary basis, to assist the U.S. Immigration and Naturalization Service (INS) in processing the current backlog of citizenship applications submitted by San Francisco residents.

Description: According to Mr. John Young of the Department of Human Services (DHS), there is presently a backlog of approximately 75,000 citizenship applications submitted by San Francisco residents to the INS. Mr. Young advises that the application process includes: (1) filing Federal N-400 forms; (2) taking examinations given by the INS on U.S. History and Government and English; (3) submitting fingerprints to the INS to be checked by the FBI; (4) attending an interview with INS Examiners; and (5) attending the naturalization ceremonies held by the INS to be sworn in as a citizen by the Federal District Court. In the past it took seven to nine months to complete the application process, according to Mr. Young.

However, Mr. Young advises that the INS application process now requires one to two years due to several delays including: (1) the increase of citizenship applications by approximately 25,000 per year since January of 1996 from an estimated 30,000 per year to presently an estimated 55,000 per year; (2) the reduction of one third of the FBI staff that performs fingerprint security clearances on applicants; and (3) the requirement, as mandated by Congress under the new "Naturalization Quality Procedures" in June of 1997, that from three to four INS employees review each application. As a result, the INS, in San Francisco, has a backlog of approximately 75,000 citizenship applications as of April 23, 1998 according to Mr. Young. Mr. Young advises that at the present rate of processing such applications, it will take an estimated three years before the present backlog of applications would be eliminated.

Currently, the INS employs 15 Federal GS-4 Clerks to process citizenship applications and would require additional employees to eliminate the backlog of

approximately 75,000 applications, according to Mr. Young. Under the proposed program, the City would assign employees on a temporary basis to assist the INS in eliminating the backlog of citizenship applications. According to Mr. Young, such temporary assignments are authorized under the Federal Intergovernmental Personnel Act (IPA) 5 U.S.C. 3371-3376 which permits State and local governments to assist the INS through the use of State and local employees. The City employees assigned to assist the INS would be assigned on a voluntary basis.

The proposed resolution would authorize the assignment of City employees, to: (1) assist the INS in processing the current backlog of approximately 75,000 citizenship applications; and (2) provide assistance to the immigration and naturalization service at the regular Tuesday morning naturalization ceremonies. Mr. Young reports that such City employees would be assigned to assist the INS for periods of six months to one year.

City employees who are assigned by their respective departments to work at the INS would continue to be paid their regular salary by the City, according to Mr. Young. In the event that the salary of a Federal GS-4 Clerk (\$12.40 per hour) is greater than the assigned City employee's salary, the INS would pay the difference to the City employee.

Comments:

1. The Attachment, provided by Mr. Young, is a brief description of the proposed program to assign City employees, on a voluntary basis, to assist the INS to reduce the backlog of citizenship applications.

2. According to Mr. Young, the City would not backfill the City employees who would be temporarily assigned to the INS. Mr. Young stated that the selection of volunteer applicants will be coordinated with each City Department involved to prevent any adverse impact to City services. Mr. Young advised that volunteer recruitment efforts will be restricted to City employees who, because of a partial disability, are temporarily unable to perform their normal duties but can still perform clerical work.

However, as of the writing of this report, a list of the City positions which would be involved with this program, or

Memo to Finance Committee

April 29, 1998 Finance Committee Meeting

how the assignment of City employees might specifically impact existing City services now being provided by such employees, is not yet available.

Recommendation: Approval of the proposed resolution is a policy decision for the Board of Supervisors.

City and County of San Francisco

Department of Human Services

Attachment



April 24, 1998

Dear Ms. Gengler:

The proposed program is the result of meetings between Mayor Brown and the Executive Director of the Immigration and Naturalization Service to reduce unnecessary delay in processing of citizenship applications. As a result of those meetings, the national headquarters of the INS agreed to work with the City of San Francisco to develop a program under the Intergovernmental Personnel Act to reduce the backlog of citizenship applicants.

Under the proposed program, City workers temporarily posted to the INS will perform clerical work and have extensive public contact with the immigrant community at naturalization ceremonies. Bilingual ability will not be required but will definitely be a major asset in effectively serving these citizenship applicants. Most importantly, workers posted to the INS must be highly motivated to reducing the current backlog of citizenship applications in a professional and courteous fashion. Postings to the INS clerk program will therefore be made on a strictly voluntary basis. The Naturalization project is currently working with City unions to solicit volunteers for the program. Selection of volunteer applicants will also be coordinated with each City department involved to prevent any adverse impact to city services. Volunteer recruitment efforts will be restricted to city employees who, because of a partial disability, are temporarily unable to perform their normal duties but can still perform clerical work.

A handwritten signature in dark ink, appearing to read "John Young", written over a horizontal line.

John Young
Special Assistant for Immigrant Services

Items 3 and 4 – Files 98-515 and 98-516

Department: Department of Public Works (DPW)

Item: **Item 3, File 98-515:** Ordinance amending the San Francisco Public Works Code, Article 5.4, by adding a new Section 184.12, regulating the placement and maintenance of newsracks on public streets, sidewalks and rights-of-way to prohibit free-standing newsracks in specified areas of the City, authorizing the creation of Fixed Pedestal Newsrack Zones in specified areas of the City, and authorizing the Director of Public Works to select and enter into agreements with vendors to provide and maintain fixed pedestal newsracks.

Item 4, File 98-516: Ordinance amending Part III of the San Francisco Municipal Code by amending Section 8 to provide for appeals to the Board of Permit Appeals from decisions of the Director of Public Works concerning permits for fixed pedestal newsracks.

Description: In March of 1997, the Board of Supervisors approved File 200-97-2, which authorized a six month Pilot Program to place fixed pedestal newsracks at one or more locations and urged the creation of a Task Force to evaluate public response to the fixed pedestal newsracks. The Pilot Program was intended to test the effectiveness of fixed pedestal newsracks in reducing visual clutter and promoting the public health, safety, welfare and convenience of citizens and visitors by ensuring that public streets, sidewalks, and right-of-way are not unreasonably obstructed by newsracks.

A fixed pedestal newsrack is a newsrack whose dispensing device is mounted on a pedestal, or pole, in a fixed location on the sidewalk, rather than enclosed in a free standing metal cabinet. Fixed pedestal newsracks are often installed in groups of four to six, but because the dispensing boxes are modular units, the fixed pedestal newsracks can be assembled in a variety of configurations.

The Pilot Program was implemented at no cost to the City, by the four participating fixed pedestal newsrack

vendors, including City Solutions, JCDecaux, USA Today, and the San Francisco Newspaper Agency, who supplied, installed, and maintained the new newsracks. According to Mr. Dan Brugman of DPW, instead of creating one Task Force to evaluate public response to the fixed pedestal newsracks, DPW created four Task Forces, one each to work with (a) representatives from all 26 publishers participating in the Pilot Program, (b) business and neighborhood groups, which had five members, and (c) representatives from five City departments. A description of the Pilot Program and the Task Forces is included in Attachment 1, as provided by DPW. The four vendors cited above, who participated in the Pilot Program, provided seven different types of fixed pedestal newsracks, for a total of 24 newsracks placed in 12 City locations for six months. Attachment 1 also lists the vendors, the number of newsracks provided, the type of newsrack, and the locations where the newsracks were placed. DPW distributed surveys through the fixed pedestal newsracks used in the Pilot Program in order to collect public feedback. According to Mr. Brugman, of the 769 returned surveys, 93 percent reported favorable responses to the fixed pedestal newsracks.

Approval of the proposed ordinance, File 98-515, would authorize DPW to create Fixed Pedestal Zones in highly congested areas or areas with particular public safety, aesthetic, historical, or economic concerns in the City. In such Fixed Pedestal Zones, free standing newsracks would be prohibited. However, the use of free standing newsracks would be allowed outside of the proposed Fixed Pedestal Zones.

The proposed ordinance authorizes the formation of a Newsrack Advisory Committee, to be made up of seven members, appointed by the Director of DPW, including representatives of newspapers and news periodicals, newspaper distributors, neighborhood and merchant groups. The Newsrack Advisory Committee would advise the Director of the DPW as to the implementation, administration, and cost minimization of this subject legislation, including the identification of Fixed Pedestal Zones and the location and number of newsracks to be permitted within such Zones.

BOARD OF SUPERVISORS
BUDGET ANALYST

The subject legislation would also authorize the DPW to select and enter into agreements with a vendor or vendors to provide for the installation and maintenance of the fixed pedestal newsracks. DPW issued a Request for Proposal (RFP) for fixed pedestal newsracks on March 13, 1998. The proposals are due to the City by May 11, 1998, and DPW plans to award contracts by August of 1998. According to Mr. Brugman, at present, DPW expects that vendors will pay for the new newsracks by selling advertising which will be allowed on the back of fixed pedestal newsracks, according to specifications in the proposed legislation regarding the size and placement of such advertising. Mr. Brugman notes that the RFP will request vendors to provide other financing alternatives to the sale of advertising, for consideration by DPW. However, at this time, Mr. Brugman estimates that none of the costs of the fixed pedestal newsracks themselves would be funded by the City.

The proposed legislation states that for the first year of the proposed Fixed Pedestal Newsrack Zones, there shall be no fees imposed on any party related to the new newsracks, including vendors or publishers. After the first year, DPW would determine the City's administrative cost of the program and would be authorized at that time, under this subject proposed legislation, to adopt one or more fees in order to recover the administrative costs to the City, such as the personnel required to issue permits for the fixed pedestal newsracks and the vehicle and driver needed to enforce the proposed Fixed Pedestal Newsrack Zones. Such fees could include a fee to publishers for access to the fixed pedestal newsracks and/or a permit fee to vendors. The proposed legislation directly states that fees shall be used to recover the City's administrative costs only, and such fees would not be established as a revenue-generating source for the City. Such fees would be subject to separate approval by the Board of Supervisors, according to Mr. David Greenburg of the City Attorney's Office.

Approval of the proposed ordinance, File 98-516, would authorize the Board of Appeals to hear appeals of decisions regarding the issuance of fixed pedestal

newsrack permits by adding the words "a fixed pedestal newsrack permit" to the list of permit types for which appeals are heard, not less than 15 days after the filing of said appeal. Such appeals shall be acted on not more than 30 days after appeals have been filed.

Comments:

1. According to Mr. Brugman, DPW estimates the cost of administration and enforcement for the first year of the Fixed Pedestal Newsrack Zone Program to be \$174,980 and has requested funding in the Department's proposed FY 1998-99 budget as shown in Attachment 2.

2. Mr. Greenburg notes that, under the proposed legislation, DPW is authorized to enter into Vendor Agreements for Fixed Pedestal Newsracks, without approval by the Board of Supervisors.

3. According to Mr. Brugman, details regarding the number of Fixed Pedestal Zones, the size of such Zones, and the number and location of newsracks within such Zones have not yet been determined. These matters will be decided by the Director of DPW with consultation from the Newsrack Advisory Committee.

Recommendation:

Approval of the proposed ordinances, Files 98-515 and 98-516, are policy matters for the Board of Supervisors. The Board of Supervisors may wish to consider a requirement that the Vendor Agreements for the Fixed Pedestal Newsracks be subject to approval by the Board of Supervisors.

THE NEWS RACK PILOT PROGRAM

The Vendors and News Rack Locations

There have been four participating vendors and a total of 22 pedestal-mounted news racks placed in no more than 10 pilot program sites at any one time during the past six months. The following table lists the vendors, the dates, and sites where their news racks have been placed:

Table 1

List of Vendors, Participation Date, and Location of News Rack Prototypes

VENDOR	LOCATION	# OF RACKS	PERIOD	FIGURE
City Solutions	Geary & Stockton	1	June 13, 1997 -	1/1A
	24th & Noe	2	November 1, 1997	7
	Market & Drumm	5	November 4, 1997	
	Market & Montgomery	3	November 6, 1997	
	Castro & Market*	2	November 13, 1997	
JCDecaux	Market & 5th	1	June 30 - Nov. 15	3
	Castro & Market	1	June 30 - Oct. 5	4
	Chestnut and Steiner	1	October 6, 1997	
SFNA	Powell & Market	4	June 27, 1997	5
	401 Van Ness	1	September 12, 1997	6
	Jessie & 5th	1	October 8, 1997	6A
USA Today	Drumm & Sacramento	2	June 13, 1997	2

*These two news racks replaced the JCDecaux model which was moved to Chestnut and Steiner on October 6, 1997.

The Mayor unveiled the first pilot installation in Union Square at the corner of Geary Boulevard and Stockton Street on Friday, June 13, 1997. The news rack was placed there by **City Solutions** of Santa Barbara, California. It carried an advertisement on the back for the U.S. Conference of Mayors (see

Figures 1 and 1A). On the same day, **USA Today** placed two pilot news racks at the corner of Drumm and Sacramento streets in the Embarcadero Center (see Figure 2).

Several weeks later the Mayor unveiled two prototypes following a U.S. Conference of Mayors event held at the Moscone Convention Center. The news racks are owned by **JCDecaux**, the French firm that builds and maintains the city's automatic public toilets. On June 30, 1997, the **JCDecaux** kiosk-style news rack was moved to Market and 5th streets and the smaller pedestal-mounted news rack was moved to the Castro District at the corner of Market and Castro streets (see Figures 3 and 4).

Four pilot news racks were installed at Powell and Market streets on June 26, 1997, by the **San Francisco Newspaper Agency (SFNA)**, which distributes the **San Francisco Chronicle** and **San Francisco Examiner** (see Figure 5).

All of the above pedestal-mounted news racks temporarily replaced the free-standing ones at those locations. The affected publications cooperated by transferring their papers from the single news racks to the pedestal-mounted prototypes. No publication was displaced as a result of the pilot program.

During the first half of the program, the pilot news racks were limited to the above five locations. All news racks were always well maintained and kept clean by the vendors. The models maintained by the **SFNA** at the corner of Market and Powell were tagged almost daily but the graffiti was removed by the agency within 24-hours. At Market and 5th streets, the **JCDecaux** kiosk-style news rack was seldom able to work correctly because of technical difficulties and was removed by the vendor in mid-November.

New locations were added during the second half of the program. On September 12th the **SFNA** replaced the single news racks outside the War Memorial building at 401 Van Ness Avenue with a pedestal-mounted news rack with newspapers placed on both sides of the display (see Figure 6). The same vendor also added a pilot news rack at the corner of Jessie and 5th streets on October 8, 1997. This news rack carried an advertisement on the back (see Figure 6A).

- 3 -

Post-It® Fax Note 7671		Date	# of pages 1
To <i>Jay</i>		From <i>D. Ingram</i>	
Co/Dept		Co. <i>DPW</i>	
Phone #		Phone #	
Fax # <i>252-0461</i>		Fax #	

City Solutions replaced the free-standing news racks outside Bell Market on 24th Street in Noe Valley with a pedestal-mounted one (see Figure 7) on November 1st, and on November 4th the vendor replaced the clutter of single news racks at the corner of Market and Drumm streets with five pedestal-mounted prototypes.

On October 6, 1997, the **JCDecaux** news rack on Market and Castro was moved to Chestnut and Steiner in the Marina. **City Solutions** moved to fill the void in the Castro with two of their prototypes on November 13, 1997.

The News Rack Pilot Program Task Force

The Director of DPW and City Architect, Mark A. Primeau, AIA, created a task force to assist the Department in implementing the news rack pilot program.

The task force assisted by soliciting input from the public; participating in site selection; providing advice on American with Disabilities Act (ADA), community, line-of-sight, aesthetic, and publication-related issues; and establishing criteria for evaluating the program.

The task force consisted of three groups: a city-core group, a business and neighborhood group, and representatives from various publications involved in the pilot program. Each group met separately at least twice during the pilot program. The members are as follows:

City-Core Group:

Dan Brugmann, DPW News Rack Program Manager
Paul Imperiale, Mayor's city-wide disability access coordinator
Joern Kroll, Department of Parking and Traffic
Gail Stein, legislative aide to Supervisor Barbara Kaufman
Bill Villa, Commissioner, San Francisco Art Commission

Business and Neighborhood Group:

Ken Cleveland, Building Owners and Managers Association
Dennis J. Conaghan, Executive Vice President and Chief Operating
Officer, Embarcadero Center
Peter Fortune, Member of the Board, San Francisco Beautiful
Linda Mjellem, Executive Director, Union Square Association
Lynn Valente, Associate Director, Market Street Association

Neighborhood representatives were consulted as the pilot program moved to the Castro, the Marina, and Noe Valley.

Publications Group:

All 26 publications participating in the pilot program.

Publicity

There was a great deal of public interest in the news rack pilot program, beginning with the Mayor's unveiling of the first test site at Geary and Stockton in Union Square on June 13, 1997. The unveiling of the JCDecaux news racks by the Mayor following a U.S. Conference of Mayor's event several weeks later generated additional publicity.

Over the next six months a number of organizations held major events that spotlighted the news rack pilot program. On October 6th, for example, San Francisco Beautiful displayed news racks provided by the four vendors at the organization's annual awards dinner. Later that month the American Public Works Association (APWA) held a well-attended seminar on alternatives to free-standing news racks. The San Francisco Planning and Urban Research Association's (SPUR) December forum was devoted entirely to a review of the pilot program.

DPW representatives such as Dan Brugmann (News Rack Program Manager), Mark Primeau (DPW Director), and Alex Mamak (Director of Communications and Public Affairs) attended other neighborhood events in which they spoke about the purpose of the news rack pilot program.

4/22/98

newsrack.xls

DPW's Newsrack Program Summary of Estimated Costs FY 1998-99

	Hours	Amount
<u>Bureau of Street Use & Mapping (BSM)</u>		
Program Manager (1373 - Special Assistant XIV)	1,700	\$55,165
Technical Support (5366 - Engineering Associate II)	250	9,953
Subtotal Salaries		65,118
Mandatory Fringe Benefits @23%		14,977
Paid Time-off @ 22%		14,326
Overhead @ 34.21% of Salaries		22,277
Equipment (4-door pick-up Truck)		20,000
Professional Services (Computer programming to customize City-wide newsrack database)		15,000
Subtotal BSM		\$137,372

<u>Bureau of Street Environmental Services (BSES)</u>		
7514 - General Laborer (pick-up and store non-compliant newsrack stands)	440	8,283
7355 - Truck Driver (pick-up and store non-compliant newsrack stands)	440	10,395
Subtotal Salaries		18,678
Mandatory Fringe Benefits @23%		4,296
Paid Time-off @ 22%		4,109
Overhead @ 56.35% of Salaries		10,525
Subtotal BSES		37,608
Total Newsrack Program Costs		\$174,980

Item 5 – File 98-596

Department:	Department of Parking and Traffic (DPT)
Item:	Ordinance amending Part II, Chapter XI of the Municipal Code (Traffic Code) to increase the fine for street cleaning parking violations.
Description:	<p>Presently, the Traffic Code specifies that “no person shall park any vehicle on that side of any street on days, and between the hours, designated for the purpose of street cleaning.” Violations of this section of the Traffic Code are punishable by a fine of not less than \$15 or more than \$40. The Department of Parking and Traffic (DPT) currently issues parking citations for street cleaning infractions of \$25.</p> <p>The proposed amendment to the Traffic Code would change the fine levels from “not less than \$15 or more than \$40” to \$30. Approval of this legislation would result in a fine increase for street cleaning parking violations of \$5, from \$25 to \$30.</p>
Revenue Increase:	<p>According to Ms. Katherine Hile, of the DPT, DPT issues approximately 723,600 street cleaning citations annually and collects approximately 70 percent of the total fines assessed. Therefore, based on the current \$25 fine amount, the DPT collects approximately \$12,663,000 annually in street cleaning fines (723,600 citations times 70% times \$25).</p> <p>Using the same formula as above would yield increased annual revenue from the \$5 fine increase of \$2,532,600 (723,600 citations times 70% times \$5). However, Ms. Hile reports that some improved compliance, estimated at a rate of 5 percent, could be expected as a result of the higher fines, thus decreasing the number of citations to be issued. Based on a five percent improvement in compliance, or a decrease in the number of citations to 687,420 (95 percent of 723,600 citations) the estimated annual revenue produced by the proposed fine increase would be \$2,405,970 (687,420 citations times 70% times \$5).</p>

Comments:

1. On April 27, 1998, the Board of Supervisors will consider final passage of Files 98-372 and 98-373 pertaining to a \$1,307,997 appropriation and an amendment to the Annual Salary Ordinance to fund new street and sidewalk cleaning initiatives and to create 37 new positions for the Department of Public Works. The estimated annual cost for Fiscal Year 1998-99 for the street and sidewalk cleaning initiatives is \$2,713,500. The Finance Committee has recommended that funding for this program be reserved, subject to the approval of this proposed ordinance to increase fines for street cleaning parking violations.
2. The DPW has projected that the annualized Fiscal Year 1998-99 cost for the new street and sidewalk cleaning initiatives would be \$2,713,500, or \$307,530 more than the latest projected increase in fine revenues of \$2,405,970, based on a \$5 increase in the fines for street cleaning parking violations.
3. According to Mr. Matthew Hymel, Mayor's Director of Finance, any future expenditure appropriations, for DPW's street and sidewalk cleaning initiatives to be included by the Mayor's Office in the FY 1998-99 budget, will not exceed the projected revenues based on the subject \$5 increase in the fine for street cleaning parking violations.

Recommendation:

Contingent on final passage of Files 98-372 and 98-373 pending before the Board of Supervisors, we recommend approval of the proposed ordinance.

Memo to Finance Committee
April 29, 1998 Finance Committee Meeting

Item 6 – File 98-421

Department: Mayor's Office of Housing

Item:	Ordinance appropriating \$20,120,317 in bond proceeds and interest income for the City's Affordable Housing and Home Ownership Program.
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Amount: \$20,120,317

Source of Funds:	\$20,000,000	Proceeds from sale of Affordable Housing Bonds, Series 1998A
	<u>120,317</u>	Accrued Interest
	\$20,120,317	

Description: In November of 1996, the voters of San Francisco approved Proposition A, which authorized the City to issue \$100,000,000 in General Obligation Affordable Housing Bonds to (1) finance the development of rental housing affordable to low income households and (2) to provide down payment assistance to low- and moderate-income first time homebuyers.

In November of 1997, the Board of Supervisors approved an Affordable Housing and Homeownership Bond Program (File 97-97-56), which established that out of the total \$100,000,000 in Affordable Housing Bonds to be sold, 85 percent, or \$85,000,000, is to be used for affordable housing development and 15 percent, or \$15,000,000, is to be used for down payment assistance loans for first time homebuyers. The Board of Supervisors also approved a resolution, File 97-97-56.1, which set forth Regulations for the administration of the Affordable Housing and Homeownership Bond Program (Program) by the Mayor's Office of Housing (MOH). Those regulations specify the requirements under which MOH shall solicit proposals and applications for funds from the Program, the funding criteria which shall be applied, and the conditions which shall be attached to Program loans. The Regulations also specify the requirements for periodic reporting to the Board of Supervisors regarding loans made through the Program.

The Board of Supervisors also approved a resolution, File 170-97-10.1, authorizing and directing the sale of the first series of the bonds, not to exceed \$20,000,000 of City and County of San Francisco Taxable General Obligation Affordable Housing Bonds, Series 1998A.

The proposed ordinance would appropriate \$20,120,317 of bond proceeds, including \$20,000,000 in principal and \$120,317 in accrued interest income, to implement the first borrowing for the Affordable Housing and Home Ownership Program.

Budget:

According to the MOH, the budget for the total proceeds of \$20,120,317 is as follows:

\$16,819,441	Development Account
<u>2,968,136</u>	Downpayment Assistance Loan Account
\$19,787,577	Subtotal
144,423	Bond Issuance Costs
20,000	Workorder, City Attorney
20,000	Workorder, Controller
20,000	Workorder, MOPH
8,000	Reduction in Attrition Savings, MOH
<u>120,317</u>	Deposit to Debt Service Fund
\$20,120,317	Total

Comments:

1. Attachment 1 to this report, provided by Mr. Joe LaTorre of the MOH, explains each of the items in the above budget, including the details regarding the types of housing to be funded with the \$19,787,577 for housing allocations as shown in the above Table.

2. As noted in the Table above, the total allocation to the Affordable Housing and Home Ownership Program, is \$19,787,577, including \$16,819,441 in the Development Account for loans to housing developers and \$2,968,136 in the Downpayment Assistance Account for loans to first time homebuyers. This total amount of \$19,787,577 is \$60,377 more than the \$19,727,200 stated in this proposed legislation. As such, the legislation should be amended.

3. Of the total housing allocation of \$19,787,577, 85 percent, or \$16,819,441, is for loans to housing developers

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BUDGET ANALYST

for Affordable Housing Development and 15 percent, or \$2,968,577, is for Down Payment Assistance loans to first time homebuyers. The \$16,819,441 expenditure to the Development Account is for the development of rental housing to fund projects affordable to households earning less than 60% of the annual median income adjusted for household size (less than \$37,050 for a household of three)¹. The housing must be kept affordable by the private developer for at least 50 years, unless the rental housing is on land controlled by a City agency (e.g., Treasure Island or the Presidio) and such land is available for a period of less than 50 years, in which case a shorter term may be authorized by the Mayor. All projects would also have to meet City affirmative action and local hire requirements, as specified in the regulations, previously approved by the Board of Supervisors. Prevailing wage requirements would apply to projects of 12 or more units.

4. According to Mr. LaTorre, the MOH estimates that as a result of the \$16,819,441 Development Account allocation for the development of affordable housing, 500 rental units will be available, either through construction of new units or rehabilitation of existing units, which are estimated to accommodate a total of approximately 1,400 persons in variously sized units.

5. The City's Affordable Housing and Home Ownership Bond Program regulations provide that subject General Obligation Affordable Housing Bond funds may be used in conjunction with other funding sources, including Community Development Block Grants (CDBG), the Home Investment Partnership Program (HOME), and Tax Increment funds. Attachment 2, provided by Mr. LaTorre, explains the basis for the estimated 500 housing units to be provided as a result of the \$16,819,441 for loans to housing developers. Attachment 2 also indicates that by use of \$64,930,559 in additional, leveraged funds, the total estimated housing development costs would be \$81,750,000. Based on data contained in Attachment 2, the average estimated total cost per housing unit would be \$163,500.

¹ The median income for a household of three in the Metropolitan Statistical Area, which includes the counties of San Francisco, San Mateo, and Marin, is \$61,750

6. Mr. LaTorre estimates that the 500 units of rental housing to be provided as a result of this subject funding will be completed and made available for occupancy within one to five years.

7. The proposed \$2,968,136 allocation to the Downpayment Assistance Loan Account for first time homebuyer assistance will provide downpayment loans of up to \$50,000 for an estimated 60 to 100 households for the purchase of single family residences. MOH proposes to set aside 25 percent of the loan funds, or an estimated \$742,034, for households earning less than 80 percent of median San Francisco income, adjusted for household size (for a household of three, less than \$49,400). The remaining 75 percent, or an estimated \$2,226,102, would be available to be loaned to households who earn up to 100 percent of median income, adjusted for household size (for a household of three, up to \$61,750). Repayment of loans would be deferred, with the principal of the loan and the proportional share of the appreciation of the property to be repaid at the time of sale or at the time of a rental by the original recipient of downpayment assistance to a tenant. The proportional share shall be based on the ratio of the loan amount to the original purchase price. No interest will be charged for the subject downpayment assistance loans, according to Mr. LaTorre.

MOH will track the sale of the single family residences purchased with the subject loans by having a recorded lien on the property. Properties will be monitored to ensure ongoing compliance with the owner-occupancy requirements of the Program. Monitoring methods may include such measures as requiring copies of utility or telephone bills, which is a proven and reliable method of determining occupancy according to Mr. LaTorre.

Recommendations:

1. Amend the proposed ordinance to reflect the correct amount of \$19,787,577 being allocated to the Affordable Housing and Home Ownership Program, instead of \$19,727,200.
2. Approval of the proposed ordinance, as amended, is a policy matter for the Board of Supervisors.

Attachment 1

MAYOR'S OFFICE OF HOUSING - BUDGET FOR AFFORDABLE HOUSING BOND PROCEEDS AND INTEREST

Fund	Description of Uses	Subtotals	Amount	Purpose of Expenditures
Development Account	Supportive housing (non-AIDS)	\$3,223,099		Loans to housing developers
	Family Rental	\$8,063,581		Loans to housing developers
	Senior Rental	\$3,801,348		Loans to housing developers
	Single Person Rental	\$1,731,413		Loans to housing developers
Downpayment Assistance Loan Account		\$16,819,441		
		\$2,968,136		Loans to first time homebuyers
Debt Service Fund	Prepaid Interest	\$120,317		Payment of interest accrued on bonds between bond issuance date (2/1/98) and close of sale (3/4/98)
Costs of Issuance	Orrick, Herrington & Sutcliffe/ Lofton, De Langle & Nelson CGMS/Kitahata & Co. Standard & Poors, Moody's, Fitch Various	\$55,000 \$44,634 \$23,950 \$20,839		Bond Counsel fees & expenses (including preparation of Official statement Financial advisor fees & expenses Bond rating fee Printing, advertising, Official statement printing and mailing, miscellaneous costs
			\$144,423	
Work Orders	City Attorney	Estimated Total Hours Rate(1) 164 \$121.95		\$20,000 Development of program legislation, consultation with bond counsel, review of bond documents, and similar actions for sale of bonds
	Controller	300 \$66.67		\$20,000 Review of program legislation, consultation with City Attorney and bond counsel, review of bond sale documents, establishment of accounts, and similar actions for sale of bonds and fund accounting
	Mayor's Office of Public Finance	310 \$65		\$20,000 Development of program legislation, consultation with City Attorney and bond counsel, preparation of information for rating agencies, and similar actions for sale of bonds
				\$8,000 Development of program legislation, consultation with City Attorney and bond counsel, preparation of information for rating agencies, and similar actions for sale of bonds
				\$20,120,317

MOH Salaries & Fringes: (Reduction in Attrition Savings)

TOTAL BUDGET:

NOTES:

1. Average rate for multiple classes including fringes

Post-It* Fax Note	7671	Date	4/24	# of pages	1
To	Taylor Emerson	From	Joe La Torre		
Co/Dept		Co.			
Phone #		Phone #	252-3188		
Fax #	252-0461	Fax #			

4/23/98

MEMORANDUM

MAYOR'S OFFICE OF HOUSING

April 23, 1998

TO: Taylor Emerson

FROM: Joe LaTorre SUBJECT: File 98-421
Supplemental Appropriation for Affordable Housing and Home Ownership Program

You have requested additional information about the total development cost of the housing which will be developed from amounts to be appropriated to the Development Account of the Affordable Housing and Home Ownership Program. As we discussed, the total number of units to be developed, the amount of other funds to be leveraged, and the total development costs are not known at this time. These amounts will be dependent on the specifics of the proposals which will be received in the future for housing development, the success of those proposals in securing in outside funding, and construction and other development costs which will be incurred on these projects.

However, it is possible to prepare some estimates based on previous affordable housing developments financed with other local housing development resources. These developments have leveraged an average of \$3 to \$5 for each local dollar, and total development costs have ranged from \$80,000 to \$195,000 per unit, depending on size of the unit, size of the project, and the specific acquisition, rehabilitation, new construction, toxic remediation and other development costs associated with the project.

The basis of the estimates below is the information reported to President Kaufman of the Board of Supervisors on February 20, 1998 identifying projects completed during 1997 and in the pipeline for 1998. The first several columns are the assumptions based on project costs for 1997-98 (adjusted for two years worth of inflation), and the remaining columns are the calculated results.

Funding Program	Amount Allocated	Estimated Units	Estimated Total Cost per Unit	Calculated Total Development Cost	Calculated Other Funds Leveraged
Supportive housing (non-AIDS)	\$3,223,099	100	\$95,000	\$9,500,000	\$6,276,901
Family Rental	\$8,063,581	250	\$210,000	\$52,500,000	\$44,436,419
Senior Rental	\$3,801,348	100	\$155,000	\$15,500,000	\$11,698,652
Single Person Rental	\$1,731,413	50	\$85,000	\$4,250,000	\$2,518,587
TOTALS:	\$16,819,441	500		\$81,750,000	\$64,930,559

Please understand that these amounts are **estimates only**. It is likely that actual costs and number of units constructed will vary from this to some extent.

Please let me know if you have further questions.

Items 7 and 8 – Files 98-546 and 98-513

Department: Planning Department

Item: **Item 7, File 98-546, Environmental Review Fees:**
Ordinance amending Chapter 31, Article 5 of the San Francisco Administrative Code by repealing existing Section 31.46, converting Section 31.46A to a new Section 31.46, and amending Section 31.46 to modify and eliminate certain Planning Department Fees, and deleting Section 31.46(g), the Sunset Clause.

Item 8, File 98-513, Planning Department Fees:
Ordinance amending Part II, Chapter II of the San Francisco Municipal Code (Planning Code) by repealing existing Article 3.5, converting Article 3.5A, amending Planning Code Sections 350 through 357 to modify and eliminate certain Planning Department fees, and deleting Section 358, the Sunset Clause.

Description: The proposed ordinance, File 98-546, would repeal Section 31.46, which defines the former fee structure for Environmental Reviews since that Section has been previously superseded by Section 31.46A, containing the current fee structure. Therefore, this proposed ordinance would simply replace Section 31.46 with Section 31.46A, which contains the Department's current Environmental Review fees.

The proposed ordinance, File 98-513, would repeal Article 3.5, which defines the former fee structure for Planning Department fees since that Article has been previously superseded by Article 3.5A, containing the current fee structure. Therefore, this proposed ordinance would simply replace Article 3.5 with Article 3.5A, which contains the Department's current fees.

Additionally, the proposed ordinances would authorize the reduction and elimination of certain Planning Department and Environmental Review fees, as detailed in Attachment 1, provided by the Planning Department.

The following is a summary of the proposed fee changes:

File 98-546 Environmental Review Fees
Environmental Applications (Chapter 31 of the Administrative Code) – EIR Addendums would be changed to a flat fee of \$5,225 from the current rate of one-third of a full EIR fee (which calculates to \$5,573 plus Time and Materials). The fees for Subsequent EIRs would be eliminated and covered under EIRs. The fees for sale of environmental documents and monitoring environmental mitigation measures would be incorporated under administrative fees with other Department documents and condition monitoring (monitoring of the conditions under which a project is approved). Multiple fees for shadow analysis would be combined into one \$209 fee plus Time and Materials. The initial transportation review fee would be eliminated and the transportation analysis would be a flat fee of \$5,936, eliminating Time and Material charges.

File 98-513, Planning Department Fees
Commission and Variance Hearing Applications (Planning Code Article 350) – All Discretionary Reviews (DRs) would be charged a flat fee of \$131, instead of one type of DR fee of \$131 and another type of DR fee of \$152. Both Zoning Map Changes and Setback Modifications would be changed to flat fees, eliminating a per block or block front surcharge. Institutional Master Plan fees would be reduced by 23 percent, from 8,400 to 6,500. The cost of an exception under Section 309 would be set at a flat fee of \$5,225 from the current rate of one-half the Conditional Use fee.

Miscellaneous Fees (formerly Administrative Service Fees, Planning Code Article 350) – Condition monitoring for all types of approvals would be reduced to \$68 plus Time and Materials. Currently, downtown projects have a \$5,000 flat fee. Zoning Certifications, Copy Certification and Notice of Special Restrictions would all be combined under Zoning Administrator's Determinations. Late charges would be eliminated.

Building Permit Applications (Planning Article 350) – Numerous special fees above the base fees have been eliminated, including Site Permit Fees, Interim Control Review, Downtown Fees, and Landmark Demolition fees.

The proposed ordinances would also delete Section 358 of the Planning Code and Section 31.46(g) of the Administrative Code, which are the Sections containing the Sunset Clause. The Sunset Clause was established in FY 1992-93, when the then-named Department of City Planning significantly increased fee levels, requiring that public hearings be held by the Planning Commission to evaluate the Department's continued need for increased fees. The approval of such fees by the Board of Supervisors was always contingent on a Sunset Clause. Public hearings have been held on Planning Department fees on an annual basis since FY 1992-93, in addition to the regular semi-annual fee and performance reviews by the Planning Commission.

According to Ms. Hillary Gitelman of the Planning Department, since the approval of this legislation would result in a reduction and elimination of certain Department fees, and because the Department has committed to a thorough analysis of fee amounts in FY 1998-99, in addition to the fact that the Department has recently incorporated performance targets into its annual budget review, the Department believes that a Sunset Clause requiring the Board of Supervisors to review Planning Department fees on an annual basis is no longer necessary. Ms. Gitelman reports that the only potential foreseeable fee changes are fee reductions, which will be the subject of further study in FY 1998-99, with no fee increases planned for the foreseeable future.

Comments:

1. According to Ms. Susana Montana of the Planning Department, the Planning Department has also made several changes to the fees for Subdivision Applications, which are established pursuant to a letter agreement between the Planning Department and the Department of Public Works and do not require amendments to the Planning or Administrative Code. Regarding such Subdivision Applications, the fees for Land Subdivision, new Condominiums, and Condominium Conversions were reduced by between 66 to 90 percent from the current fees. Two new categories were added, Parcel Map Waiver and an Amended Map, allowing simpler projects to be charged a lower fee. According to Ms. Montana, the

Planning Department was previously informed by the Department of Public Works (DPW) that these Subdivision Application fees could be changed pursuant to a Letter Agreement between the Planning Department and DPW. Ms. Montana reports that the current Subdivision Application fees have been in place for over ten years pursuant to such a Letter Agreement. Ms. Judy Boyajian of the City Attorney's Office is examining whether modifications to these fees do, in fact, require Board of Supervisors approval. Should modifications of these Subdivision Application fees require Board of Supervisors approval, the Department will submit the necessary legislation to the Board of Supervisors.

2. According to Ms. Gitelman, the intention of the proposed ordinance is to regularize and simplify the fee structure for Planning Department permit applications and Environmental Reviews. Ms. Gitelman reports that the proposed fee changes will simplify fees for applicants as well as simplifying operations for Planning Department staff. Ms. Gitelman notes that all of the fee changes are either fee eliminations or fee reductions. It should be noted that the fee for a subsequent EIR, currently charged at approximately 2/3 of the cost of the first EIR, has been eliminated. Therefore, there would be only one fee for an EIR, whether or not it is the first or subsequent EIR. Several fees, including those for obsolete or superseded requirements, have been eliminated. According to Ms. Gitelman, the proposed changes will make the payment and collection of Planning Department fees more equitable and efficient.

3. As shown in Attachment 2, prepared by the Planning Department, the Planning Department projected it would collect \$4,945,000 in Environmental Review and Planning Department fees in FY 1997-98. As of February 28, 1998, the Planning Department estimated that \$6,389,120 would be collected from such fees in FY 1997-98, which is \$1,444,120 or 29 percent more than had been estimated in the FY 1997-98 budget. Ms. Montana advises that this significant increase in fee revenues is due to the increased level of construction activity in San Francisco.

4. As further shown in Attachment 2, in FY 1998-99, the Department is projecting \$6,273,000 in fee revenue from

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the proposed fees, or \$116,120 less than is projected for FY 1997-98, a reduction of 1.8 percent, assuming approval of the proposed fee changes. Ms. Montana reports that the Planning Department projects a continued increase in the total volume of applications to be filed in FY 1998-99.

5. Ms. Montana further notes that the Planning Department expects to continue increasing efficiency, due to a recent reorganization and upgrading of its computer system, and plans to reevaluate the Department fees in FY 1998-99 to determine whether increased efficiency could result in additional fee reductions.

6. According to Ms. Montana, the proposed legislation includes several elements of language cleanup, including the replacement of the former name of the department, the City Planning Department, with the current name, the Planning Department, in order that the Planning Code be consistent with the City Charter. Ms. Montana reports that the language changes will have no fiscal impact.

7. As shown in Attachment 2, the Planning Department's proposed FY 1998-99 budget is \$10,097,000. The estimated fee revenues of \$6,273,000 for FY 1998-99 represents 65 percent of the Department's projected FY 1998-99 budget.

8. As previously noted, changes to the Subdivision Application fees are not included in this subject legislation because the Planning Department believes such fees do not require Board of Supervisors approval. The process of changing Subdivision Application fees is currently under review by the City Attorney's Office and if it is determined that changes to such fees do require Board of Supervisors approval, the Planning Department will return to the Board of Supervisors with the necessary legislation.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors, particularly since deletion of the Sunset Clause would eliminate the presently required annual Board of Supervisors review of Planning Department fees.

Draft April 15, 1998

SCHEDULE OF APPLICATION FEES

Effective July 1, 1997 Effective July 1, 1998

1. ENVIRONMENTAL APPLICATIONS

	<u>Fee</u>
a. Initial Study (environmental evaluation) and Environmental Impact Report (EIR)	Dependent on construction cost (Use appropriate worksheet from the following pages.) Some applications are subject to addition of T/M see page 4, as indicated. City sponsored EIR applications are subject to T/M only.
b. EIR Addendum	\$5,225 \$5,225 Admin. Code 31.46A(a)(5)(1) EIR fee of project w/cost < \$200,000 + 4.5% + (T/M + 4.5%)
c. EIR Supplement	1/2 EIR fee + 4.5% + (T/M + 4.5%) Admin. Code 31.46A(a)(6)
d. Negative Declaration reevaluation	\$523 \$523 (T/M + 4.5%) Admin. Code 31.46A(a)(8)
e. Exemption certificate (environ. review)	\$157 \$157 + (T/M + 4.5%) ² Admin. Code 31.46A(a)(9)
f. Exemption Letter (environmental review)	\$68 \$78 Administrative Code 31.46A(a)(10)
h. Appeal of Environmental Determinations	\$209 + 4.5% + (T/M + 4.5% to 3x fee) Admin. Code 31.46A(a)(3)

Deleted Fees

d. Subsequent EIR	2/3 EIR fee + 4.5% + (T/M + 4.5%) Admin. cost + 4.5% Administrative Code § 31.46A(a)(4)
i. Sale of environmental documents	T/M + 4.5% Administrative Code § 31.46A(a)(12)
j. Monitoring environmental mitigation measures ²	
k. Prop. K Computer Shadow Analysis (See also lg)	\$5,225 \$5,225 + (T/M + 4.5%) Admin. Code § 31.46A(a)(11)

2. COMMISSION AND VARIANCE HEARING APPLICATIONS AND ENVIRONMENTAL STUDIES

	<u>Fee</u>
a. Discretionary Review request	\$131 \$131 for non-applicant or \$152 + (T/M + 4.5%) if requested by project sponsor or pursuant to Commission policy Planning Code § 352(b)
b. <u>Planning Code</u> Text amendment request	\$3,135 + (T/M + 4.5%) Planning Code § 352(l)
c. Zoning Map change (incl. interim controls)	\$3,135 + b/c. + \$63/cach additional b/c. + (T/M + 4.5%) Planning Code § 352(h)
d. Setback change (create, modify or delete)	\$1,568/block frontage or portion + (T/M + 4.5%) P.C. § 352(i)
e. Institutional Master Plan - full	\$6,792 \$8,778 for 10 hrs + (T/M + 4.5%) P.C. § 352(c)(1)
abbreviated	\$679 \$878 for 10 hrs + (T/M + 4.5%) P.C. § 352(c)(2)
f. General Plan Referral	\$224 + (T/M + 4.5%) after 3 hrs P.C. § 352(e)

g. General Plan amendment and related plans	Fee based on T/M+4.5% estimated costs P.C. § 352(d)&(f)
h. Conditional Use (including PUD),	Basic Commission Hearing Fee Schedule Dependent on construction cost (see page 6). (Use Basic Commission Hearing Fee schedule appropriate—Variance ¹ , Coastal Zone permit ² —worksheet from the following pages.) Some applications are subject to addition of T/M as indicated.
—Environmental Evaluation ¹ and —Environmental Impact Report ¹	P. C. § 352(a), Administrative Code § 31-46.4
i. Section 321 (Annual Limit (Beauty Contest) Review	\$15,675—Planning Code § 353(c) (MOVED)

DOWNTOWN APPLICATIONS**Fee**

a. Section 309 review	Basic Commission Hearing Fee Schedule (see page 6)
b. Application for exception under Section 309	Conditional Use fee schedule P. C. § 353(b)
c. Section 321 (Beauty Contest) Review¹	\$5,224-1/2 fee schedule for Cond. use P. C. § 353(a)
	\$15,675—Planning Code § 353(c) (Moved)

Note: Where there are both a Planning Code Text Amendment and a Zoning Map Amendment, the Zoning Map Amendment shall be charged at 1/2 the normal fee plus T&M.

Where there are both a Section 309 application and a Conditional Use Application or a Permit to Alter a significant or contributory building, both within and outside of a Conservation District, the Conditional Use Application or the Permit to Alter shall be charged at 1/2 the normal fee plus T&M.

Where there are both a Conditional Use Application and a either a variance, setback change, coastal zone permit, Certificate of Appropriateness, PUD or a permit to alter a significant or contributory building, both within and outside of a Conservation District, the second application shall be charged at 1/2 the normal fee plus T&M. P.C. § 352(g)

Deleted Fees

a. NCD use legalizations per P. C. § 179	
— building permit	\$1,615 + usual permit fees P. C. § 352(g)(1)
— conditional use	\$1,029 + usual CU fee Planning Code § 352(g)(2)
b. Hazardous waste facility review	T/M + 4.5% Planning Code § 352(k)
d. Bernal Heights compatibility per § 242(e)(6)(B)	\$131 Planning Code § 352(m)
i. Reactivating an application deemed withdrawn	\$1,045 + (T/M + 4.5%) P. C. § 351(m)

3. PRESERVATION APPLICATIONS

a. Landmarks Designation	Fee \$261 Planning Code § 356(a)
b. Historic District Designation	\$1,045 + (T/M + 4.5%) Planning Code § 356(b)
c. Certificate of Appropriateness	Dependent on construction cost P. C. § 356(c)
<u>Construction Cost</u>	
\$ zero to \$999	\$209
\$1,000 to \$9,999	\$418
\$10,000 or more	Basic Commission Hearing Fee (see page 6) Conditional Use schedule
d. Determination of compatibility	Basic Commission Hearing Fee (see page 6) Conditional Use P. C. § 356(d)
e. Mills Act historical properties contract	\$336 + (T/M + 4.5%) after 4 hrs. P. C. § 356(c)
f. Article 11 (Downtown Preservation) review	
— designation or change of designation of a significant or contributory building	\$700 Planning Code § 353(d)(1)
— designation or change of boundary of a conservation district	\$700 Planning Code § 353(d)(2)
— alteration of a contributory building	

- outside a conservation district from which no TDR has been transferred and no permit per Sections 1111 - 1111.6 has been issued
- c: Demo. of significant or contributory bldg
 - Demo. of a contributory building outside (or Category V building inside) a conservation district from which no TDR has been transferred
 - f: Statements of Eligibility
 - g: Certificates of Transfer, Execution of
 - h: Certification of Transfer of TDR (Notice of Use)
 - i: Alteration of a significant or contributory building in designated conservation dist.
- \$26 Planning Code § 353(d)(4)
 \$700 Planning Code § 353(d)(5)
 No fee Planning Code § 353(d)(5)
 \$523 Planning Code § 353(d)(6)
 \$275 Planning Code § 353(d)(7)
 \$523 Planning Code § 353(d)(8)
 No fee if deemed minor. If not minor, same as Certificate of Appropriateness (see 3c, above). Planning Code § 353(d)(3)

4. SUBDIVISION APPLICATIONS *Subdivision Code § 131.5*

	Number of Units	2-4	5-9	10-19	20-49	50-99	100+
a. Land Subdivision		\$300	\$590	\$1,165	\$1,790	\$2,650	\$3,125
b. New Condominiums		165	275	440	660	1,100	2,260
c. Condominium Conversions		825	1,375	2,200	4,070	4,400	6,600
Fees							

	No. of Units	2-4	5-9	10-14	15+
a. Land Subdivision		\$300	\$590	\$1,000	\$1,000
b. New Condominiums		150	150	150	400
c. Condominium Conversions		375	750	750	750
d. Parcel Map Waiver		\$25			
e. Amended Map		\$75			

5. MISCELLANEOUS ADMINISTRATIVE SERVICE FEES

- | | Fee |
|---|---|
| a. Monitoring approved Section 149, 163, 164, 165, 321, | \$5,225 Planning Code § 351(g)(1) |
| b. Conditional Use, Variance and Section 309 projects | \$68.74 + (T/M + 4.5%) after 1 hr. P.C. § 351(g)(2) |
| c. Sale of documents | \$.00/page or \$.10/page if photocopied (Ord. #263-93) |
| e. Photocopies | \$0.10 per sheet Admin. Code § 8.28. |
| d. Information, analysis, report preparation
research services, data requests, site
inspections & presentations | \$68 for 1 hr. \$38 for half hr. + (T/M + 4.5%) P.C. § 351(e)
\$20 per year Planning Code § 351(a) |
| e. Subscription to Planning Commission agenda | \$10 per year Planning Code § 351(b) |
| f. Subscription to Landmarks Board Agenda | \$105 \$148 + (T/M + 4.5%) after 2 hrs. P.C. § 351(i) |
| g. Project review (policy/code/interpretation) | \$26 per Assessor's Block + \$11 each additional block |
| h. Project notification (BDN) Planning Code § 351(j) | \$105 \$26 per Assessor's Block + \$11 each additional block P.C. § 351(k) |
| i. Written determination by Zoning Administrator | |
| j. Transportation review
- transportation study | \$5,936 + (T/M + 4.5%) Planning Code § 357(b) |
| k. Temporary use permit review | \$52 \$75 for 1 hr. + (T/M + 4.5%) P.C. § 352(j) |
| l. Service Station Conversion Determination | Basic Commission Hearing Fee Schedule with no
Construction Cost \$638 + (T/M + 4.5%) P.C. § 352(j) |

Deleted Fees

- | | | |
|----|---------------------------------|--|
| c. | Zoning certifications | |
| | - single family residence | \$52 Planning Code § 351(f)(1) |
| | - other uses | \$74 for hr. + (T&M3) P. C. § 351(f)(2) |
| f. | Certification of Copies | \$26 per document Planning Code § 351(c) |
| h. | Notices of Special Restrictions | \$74 Planning Code § 351(h) |
| i. | Late charge on fees | 1% of balance + 10%/mo. + (T/M) P. C. § 351(e) |
| j. | Transportation review | |
| | - initial assessment | \$148 Planning Code § 357(a) |

6. BUILDING PERMIT APPLICATIONS

- a. Building permit review

NOTE: window & door replacement applications approved at the Construction Service Center shall be charged 1/2 fee.

Construction Cost	Fee
\$1 - \$500	\$52
\$501 - \$1,999	\$50 + .10 over \$500 + 4.5%
\$2,000 - \$9,999	\$200 + .02 over \$2,000 + 4.5%
\$10,000 - \$99,999	\$360 + .0045 over \$10,000 + 4.5%
\$100,000 - \$500,000	\$765 + .0035 over \$100,000 + 4.5%
\$500,000 - \$5,000,000	\$2,165 + .0027 over \$500,000 + 4.5%
\$5,000,000 or more	\$14,315 + (T&M + 4.5%)
No construction cost	\$200 - (T&M + 4.5%) ³ - Planning Code § 355(a)

- | | | |
|----|--|---|
| b. | Revision recheck | \$65 \$74 for 1 hr. + T&M Planning Code § 355(a)(2) |
| c. | Shadow review of project exceeding 40' | \$209 T&M in addition to above P.C. § 355(a)(5) |
| d. | Fire, Police and Health Permit Fees | \$47 for 1 hr. + (T/M + 4.5%) P.C. § 355(c) |
| e. | Sign | \$94 Planning Code § 355(d) |
| f. | Other Demolition applications | \$418 P.C. § 355(b) |
| g. | Public notification | \$42 for 1 1 1/2 hr. + (T&M + 4.5%) P.C. § 355(a)(8) |

Deleted Fees

- | | | |
|----|---|---|
| b. | Site permit w/>\$350,000 cost or >1 addendum | \$314 in addition to regular fee P.C. § 355(a)(7) |
| d. | Interim Control review ^{1,2} | \$287 + T&M Planning Code § 355(a)(6) |
| e. | C-3 District Building Permit | \$200 in addition to above P.C. § 355(a)(4) |
| i. | Landmark demolition/substantial alteration ^{1,2} | \$298 + (T/M + 4.5%) after 4 hrs. ³ P.C. § 355(a)(3) |

NOTES

T/M means the applicant will be billed for time and materials (plus surcharge) expended beyond that covered by the initial fee, if any, or beyond the number of staff hours stated. The total additional charge without providing an estimate of cost shall not exceed two times the initial fee paid except where (1) the initial fee is based upon 2 hours or less of staff time, in which case the limit shall be 4 times the initial fee, (2) for permits with no construction cost and Fire, Police and Health Dept. Permits, the limit shall be 5 times the initial fee, and (3) a verified code violation is involved in cases described in footnote 4, below. Planning Code 350(c) and Administrative Code 31.46.1(b)(2)

A surcharge of 4.5% to cover costs of acquiring office space (Administrative Code Section 10F.1). Specific amounts listed with these superscripts include the surcharge. Fees expressed as a formula show the surcharge as a part of the formula.

Other agencies may charge and collect fees for the same projects as charged and collected by the Planning Department. The Department of Building Inspection collects fees for permit application review and permit issuance. The Health Department and Police Departments collect fees for the licenses they issue after review by the Planning Department. The Board of Supervisors and the Board of Permit Appeals collect a fee for appeals of conditional uses and variances. These fees are not controlled by the Planning Department. The Board of Supervisor's conditional use appeal fee is currently \$275.00 and the Board of Appeals fee for a Planning appeal is currently \$400.00 but both are subject to independent change.

Refunds pursuant to a request to withdraw an application PRIOR TO A PUBLIC HEARING shall be the total fee minus time and materials expended minus a \$200 processing fee.

All fees are payable at time of filing application or required, except where noted otherwise. However, the Planning Director/Zoning Administrator may authorize phased collection of the fee for a project where work is projected to span more than one fiscal year. Monitoring Conditions of Approval established pursuant to a public hearing by the Planning Commission or Zoning Administrator for all approved applications in Sections 352(a) and (j), 353(a) and (b) and 355: \$71 for first hour of staff time plus time and materials as set forth in Section 350(c)(1). For monitoring required condition subsequent to the time of permit issuance or where no permit is required, the fee will be charged and collected by the Department.

PLANNING DEPARTMENT REVENUES FY 97-98

	BASE BUDGET	AUGMENTED BUDGET
AD VALOREM	\$1,218,000	\$1,974,000
FEES		
Variances	\$210,000	\$223,000
Conditional Use/Zoning reclassifications/Downtown	\$686,000	\$766,000
Environmental Review	\$731,000	\$778,000
Building Permits/Section 311	\$2,622,000	\$2,837,000
Transportation Review	\$78,000	\$79,000
Certificate of Appropriateness/Landmarks/Permit to Alter	\$45,000	\$51,000
Proposition K Review	\$20,000	\$20,000
Discretionary Review	\$10,000	\$10,000
Police, Health etc	\$30,000	\$35,000
Institutional Master Plan/Project Review/Certifications/Subpoenas	\$46,000	\$47,000
General Plan Reforms/Amendments	\$62,000	\$62,000
Zoning Administrator Determinations	\$16,000	\$20,000
Research/Preservations/Calendar/Notifications/Reproduction	\$17,000	\$17,000
Subtotal	\$4,575,000	\$4,945,000
GRANTS/ OTHER		
Airport Environmental	\$30,000	\$30,000
Department of Public Works/Condo/Subdivision	\$192,000	\$192,000
Department of Public Works/Recycling	\$25,000	\$25,000
Mayor's Office of Community Development	\$92,000	\$92,000
Mayor's Office-Treasure Island	\$275,000	\$275,000
Port-Environmental	\$84,000	\$84,000
Public Utilities Commission-Environmental Advice	\$7,000	\$7,000
Recreation and Park/Open Space Acquisitions	\$50,000	\$50,000
Redevelopment Agency-Bayshore	\$55,000	\$55,000
Redevelopment Agency-Hunters Point	\$45,000	\$45,000
Redevelopment Agency-Mid Market	\$92,000	\$92,000
Redevelopment Agency-Planning and Design Review	\$75,000	\$75,000
Redevelopment Agency-Mission Bay	\$59,000	\$59,000
Redevelopment Agency-Transbay Terminal	\$220,000	\$220,000
Transportation Authority	\$289,000	\$289,000
S.F. Unified School District CEQA Advice	\$5,000	\$5,000
Subtotal	\$1,535,000	\$1,535,000
TOTAL*	\$7,328,000	\$8,454,000

*Excludes \$275,000 pass-through funds (Work activities controlled by other Departments)

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FISCAL YEAR 1997-98 FEE REVENUE (9 months actual)						
TYPE	MAJOR PROJECTS ACTUAL YTD	MAJOR PROJECTS EXPECTED	BASE PROJECTS ACTUAL YTD	BASE PROJECTS ANNUALIZED	PROJECTED TOTAL FY97-98	TARGET FY97-98
Variances	\$83,365	\$0	\$176,666	\$250,228	\$333,593	\$233,035
CUZoning Reclass/Downtown	\$686,106	\$259,458	\$176,900	\$276,500	\$1,222,064	\$800,470
Environmental Review	\$440,123	\$344,501	\$425,244	\$578,543	\$1,363,167	\$813,010
Building Permits/Section 311			\$2,153,609	\$3,137,471	\$3,137,471	\$2,795,310
Transportation Review			\$78,761	\$118,142	\$118,142	\$82,555
Col A/Landmarks/Permit to Alter			\$58,562	\$87,842	\$87,842	\$53,295
Proposition K Review			\$8,389	\$12,584	\$12,584	\$20,900
Discretionary Review			\$13,017	\$19,526	\$19,526	\$10,450
Police, Health, Etc.**					\$0	\$36,575
IM/P/Project Review			\$34,263	\$51,395	\$51,395	\$49,115
GP Referrals, Amendments			\$9,280	\$13,920	\$13,920	\$64,790
ZA Determinations			\$8,452	\$12,678	\$12,678	\$20,900
Information Services*	\$1,209,594	\$603,959	\$3,154,323	\$4,575,587	\$6,389,120	\$4,998,170
*Research, Presentations, Reproduction, Agenda:						
** Police, Health, Etc. currently under Bldg. Permits						
Actual target is \$4,903,310 net of 4.5% building surcharge.						
Base projections uses 12-month rolling average for C, E, V, Bldg. Permits						
REV98.						

PLANNING DEPARTMENT REVENUES FY 98-99

	AD VALOREM FEES		BASE BUDGET	ENHANCED BUDGET
	Variances		\$1,357,000	\$2,244,000
	Conditional Use/Zoning reclassifications/Downtown		\$280,000	\$308,000
	Environmental Review		\$960,000	\$945,000
	Building Permits/Section 311		\$1,350,000	\$1,485,000
	Certificate of Appropriateness/Landmarks/Permit to Alter		\$3,024,000	\$3,326,000
	Proposition K Review		\$55,000	\$61,000
	Discretionary Review		\$12,000	\$13,000
	Institutional Master Plan/Project Review/Certifications/Subpoenas		\$20,000	\$22,000
	General Plan Referrals/Amendments		\$47,000	\$52,000
	Zoning Administrator Determinations		\$25,000	\$28,000
	Research/Presentations/Calendars/Notifications/Reproduction		\$15,000	\$16,000
			\$15,000	\$16,000
	Subtotal		\$5,703,000	\$6,273,000
GRANTS/ OTHER	Airport Environmental		\$30,000	\$30,000
	Department of Public Works/Condo/Subdivision		\$90,000	\$90,000
	Department of Public Works-Civic Center		\$36,000	\$36,000
	Department of Public Works-Bernal Heights		\$20,000	\$20,000
	Mayor's Office of Community Development		\$27,000	\$27,000
	Mayor's Office-Treasure Island		\$275,000	\$275,000
	Port-Development Projects		\$35,000	\$35,000
	Port-Environmental		\$83,000	\$83,000
	Public Utilities Commission-Environmental Advice		\$10,000	\$10,000
	PUC-Berry Peet		\$5,000	\$5,000
	Recreation and Park-Open Space Acquisitions		\$50,000	\$50,000
	Redevelopment Agency-Bayview/Hunters Point		\$140,000	\$140,000
	Redevelopment Agency-Hunters Point Shipyard		\$30,000	\$30,000
	Redevelopment Agency-Various		\$155,000	\$155,000
	Redevelopment Agency-Mission Bay		\$150,000	\$150,000
	Redevelopment Agency-Transbay Terminal		\$105,000	\$105,000
	Transportation Authority		\$267,000	\$267,000
	Historic Resources Database		\$40,000	\$40,000
	Historic Resources Neighborhood Survey		\$15,000	\$15,000
	Preservation Element Implementation		\$15,000	\$15,000
	Subtotal		\$1,580,000	\$1,560,000
TOTAL			\$8,640,000	\$10,097,000

Item 9 - File 98-220

Note: This item was continued by the Finance Committee at its meeting of April 22, 1998.

Department: Department of Administrative Services (DAS)

Item: Hearing transmitting communications from the Department of Administrative Services regarding the Annual Joint Fundraising Drive.

Description: Section 16.93-1 of the San Francisco Administrative Code states that deductions from employee pay warrants for charitable organizations shall only be withheld based upon authorizations made by employees in the Annual Joint Fundraising Drive. Section 16.93-3 requires the Administrative Services Department (a) to review all applications from those charitable organizations submitting such applications to participate in the City's Annual Joint Fundraising Drive, and (b) to recommend to the Board of Supervisors charitable organizations which qualify to participate in the City's Annual Joint Fundraising Drive in accordance with criteria set forth in Section 16.93-2 of the Administrative Code.

In this communication, Administrative Services reports that it has reviewed the applications from nine charitable organizations that have applied to participate in the City's 1998 Annual Joint Fundraising Drive in accordance with the criteria delineated in Section 16.93-2 of the Administrative Code. Administrative Services reports that all nine charitable organizations comply with the Section 16.93-2 criteria and recommends that all nine organizations be approved to participate in the City's 1998 Annual Joint Fundraising Drive. The summary of findings reported by Administrative Services is contained in the Attachment to this report.

Section 16.93-4 of the Administrative Code also requires the Board of Supervisors to designate, by resolution prior to May 1, 1998, those agencies that qualify to participate in the 1998 Annual Joint Fundraising Drive. The nine charitable organizations that have applied to participate in the City's 1998 Annual Joint Fundraising Drive are as follows:

Bay Area Black United Fund, Inc.
Combined Health Appeal of California
Earth Share of California

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Local Independent Charities
The Progressive Way
The United Way of the Bay Area
Mayor's Homeless Fund
Mayor's Youth Fund
Mayor's Youth Employment for the Summer Fund

Comment: According to Ms. Jill Lerner of Administrative Services, the organizations listed above, with the exception of Local Independent Charities, participated in the 1997 Annual Joint Fundraising Drive.

Recommendation: If the Finance Committee recommends approval of this item, we recommend that the Committee prepare in and report out a resolution designating the qualifying charitable organizations to participate in the City's 1998 Annual Joint Fundraising Drive.

SUMMARY OF FINDINGS

1998 Review of Applications To Participate in Annual Fundraising Drive

SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File 98-0220 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Ted Lakey that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All nine organizations that applied for participation in the 1998 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement. New legislation enacted last year includes as participants in the annual joint fund-raising drive any Mayor's fund which is created to further social causes. Under Administrative Code Section 16.93-2, only subsections (b), (c) and (e) apply to the Mayor's funds. All other agencies must satisfy subsections (a) through (e).

Criterion A: Be a federated agency representing ten (10) or more charitable organizations of which 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising or otherwise doing business in those counties.

1. Bay Area Black United Fund, Inc.

Bay Area Black United Fund, Inc. represents over 30 organizations, all of which are located in the Bay Area.

2. Combined Health Appeal

Combined Health Appeal represents 38 national health agencies of which 50 percent have offices located in the Bay Area.

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3. Earth Share of California (Environmental Federation of California)

Earth Share of California represents 91 organizations of which 50 percent or more are located in the Bay Area.

4. Local Independent Charities

Local Independent Charities represents over 150 organizations of which 50 percent or more are located in the Bay Area.

5. The Progressive Way

The Progressive Way represents over 40 organizations, 50 percent or more of which are located in the Bay Area.

6. United Way of the Bay Area

United Way of the Bay Area represents over 300 organizations, all of which are located in the Bay Area.

Criterion B: Certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Based on consultation in years past with the City Attorney, we have concluded that all the applicants complied with this requirement.

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

This criterion was met by all agencies in that they were in existence during the fundraising campaign of 1997

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Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

All agencies provided these documents, as detailed below:

1. Bay Area Black United Fund, Inc. provided financial statements dated December 31, 1996 and an independent auditors' report by Willis/Coleman Accounting Services, CPAs, dated December 12, 1997
2. Combined Health Appeal of California provided financial statements for the year ended June 30, 1997 and an independent auditors' report prepared by Rooney, Ida, Nolt and Ahern, CPAs, dated July 31, 1997.
3. Earth Share of California provided a financial statement dated June 30, 1996 and an independent auditors' report dated October 1, 1996 by Bregante & Company, LLP.
4. Local Independent Charities provided financial statements as of April 30, 1997 and 1996 with an Independent Auditors' Report by Bun, Pilger & Mayer.
5. The Progressive Way provided financial statements for the year ended 1995 and an Independent Auditors' Report by Crosby & Kaneda, CPAs, dated June 14, 1996.
6. United Way of the Bay Area provided a financial statement of June 30, 1996 and an Independent Auditor's Report by Hood & Strong, LLP, dated December 20, 1996.
7. Mayor's Homeless Fund, created by ordinance (Administrative Code Section 10.117-33), provided a Statement of Balance dated 03/09/98.
8. Mayor's Youth Fund provided a Statement of Activities for the Year Ended September 30, 1997.
9. Mayor's Youth Employment for the Summer Fund (YES) is served by the Private Industry Council ("PIC") as its fiscal agent. The PIC submitted audited financial statements for the two year period ended June 30, 1995 with an Independent Auditor's Report by Izabal, Bernacial & Company dated February 23, 1996.

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1998 Review of Applications
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Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications may be considered complete, although clarification may have been necessary to conduct this review.

All applicants provided documentation in their letters of application to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-2 which constitutes "certification."

Therefore, all applicants were in compliance with Criterion E.

Items 10 and 11 - Files 98-558 and 98-559

Department: Department of Human Resources (DHR)

Items: File 98-558: Ordinance amending Ordinance No. 381-95 to implement the provisions to the Memorandum of Understanding (MOU) between the San Francisco Fire Fighters Union Local 798, AFL-CIO for Bargaining Unit 1 and the City and County of San Francisco to be effective July 1, 1997 through June 30, 1999.

File 98-559: Ordinance amending Ordinance No. 382-95 to implement the provisions to the Memorandum of Understanding (MOU) between the San Francisco Fire Fighters Union Local 798, AFL-CIO for Bargaining Unit 2 and the City and County of San Francisco to be effective July 1, 1997 through June 30, 1999.

Description: The proposed ordinances would amend two previous ordinances which implemented MOUs between Bargaining Units 1 and 2 of the Fire Fighters Union and the City. Bargaining Unit 1 represents the rank and file Fire Fighters classifications beginning with H-2 Fire Fighters through H-39 Captain, Division of Training and includes a total of 1,464 employees. Bargaining Unit 2 represents the supervisory and managerial positions and includes a total of 64 employees. The proposed amendments are a result of the transfer of the Paramedic Division from the Department of Public Health to the Fire Department, which was effective July 1, 1997. The proposed amendments would be for the two-year period covered by the existing MOUs from July 1, 1997 through June 30, 1999.

The major fiscal provisions of each of the MOUs are summarized as follows:

File 98-558: Bargaining Unit 1

New Classifications – The proposed MOU would establish two new classifications, including (1) H-3 Fire Fighter Paramedic and (2) H-33 Captain, Emergency Medical Services (EMS). The new classification of H-3 Fire Fighter Paramedic would be for H-2 Firefighters who become fully cross-trained as H-1 Fire Rescue Paramedics, and H-1

Fire Rescue Paramedics who become fully cross-trained as H-2 Firefighters.

Salary – The base pay rate for the rank of H-3 Fire Fighter Paramedic would be 15.5 percent above the top salary step of the H-2 Fire Fighter, as follows:

	<u>Top Step</u>
H-2 Fire Fighter	\$54,549
H-3 Fire Fighter Paramedic	63,005

The proposed H-3 Fire Fighter Paramedic would be 4.5 percent above the top step of the H-1 Fire Rescue Paramedic position as follows:

	<u>Top Step</u>
H-1 Fire Rescue Paramedic	\$60,265
H-3 Fire Fighter Paramedic	63,005

According to Ms. Alice Villagomez of the Department of Human Resources, all of the uniformed ranks, above the H-2 Fire Fighter classification, are flat rated at the top step.

Eventually, the Fire Department intends to replace all 152 existing H-1 Fire Rescue Paramedic positions with H-3 Fire Fighter Paramedic positions. In addition, the Fire Department intends to replace 106 existing H-2 positions assigned to Engine Companies throughout the City with H-3 Fire Fighter Paramedic positions. This substitution would result in up to 24 engine companies being able to respond to medical emergencies in addition to the existing level of paramedic services provided by 152 H-1 Fire Rescue Paramedic positions.

For Fiscal Year 1998-99, the Fire Department's proposed budget currently includes the conversion of 24 H-2 Fire Fighter positions to H-3 Fire Fighter Paramedic positions for twelve months and the conversion of 21 H-1 Fire Rescue Paramedic positions to H-3 Fire Fighter Paramedic positions for six months.

The base pay rate for the H-33 Captain, Emergency Medical Services would be the same as the existing H-30 Captain pay rates, which is currently \$72,349 annually.

Retirement – Under the existing MOU between the City and the Service Employees International Union (SEIU) for the H-1 Fire Rescue Paramedics, previously approved by the Board of Supervisors, the City agreed to submit a ballot measure to the voters by November of 1998. The proposed ballot measure would allow the years of service for Paramedics under the City's Miscellaneous Retirement Plan to be counted as years of service under the Fire and Safety Retirement Plan, which is the Retirement Plan of uniformed Fire Department employees. The proposed ordinance would include eligibility for H-2 Fire Fighters, who may have previous Paramedic years of service to be counted under the Fire and Safety Retirement Plan, and for the new H-33 EMS Captains, whose previous years of Paramedic service could also be included in the Fire and Safety Retirement Plan.

The Attachment, submitted by Kieran Murphy of the Employees' Retirement System, states that the proposed amendments will have no significant impact on the City's retirement costs. It also states that the aforementioned ballot measure, if passed by the voters, would result in increased retirement costs to the City of approximately \$6,000,000.

Assignments and Transfers – The proposed MOU states that the new rank of H-3 Fire Fighter Paramedic is a promotional rank within the Fire Department. H-2 Firefighters appointed to the rank of H-3 Fire Fighter Paramedic can be reinstated to an H-2 Fire Fighter classification, however, they would also return to the lower H-2 pay rates.

Compensatory Time – The proposed MOU would add the provision that all employees would be entitled to use their compensatory time upon reasonable notice, provided that such time off is not unduly disruptive to the operations of the Fire Department. The proposed MOU also provides that no request for the use of compensatory time off will be denied on the basis that such use of compensatory time

will require the hiring of a replacement on overtime. Ms. Villagomez reports that, pursuant to a recent provision of the Federal Fair Labor Standards Act, if compensatory time off is approved in lieu of cash payments for overtime, the use of compensatory time off can be denied for operational reasons, but cannot be denied because it would require the payment of overtime.

The Budget Analyst notes that the Fire Department anticipates incurring a total of \$5.9 million in overtime costs in FY 1997-98. It is estimated that \$350,000, or 5.9 percent of that total, is a result of existing employees taking compensatory time off.

Educational Incentives – New premiums are provided for further educational pursuits related to fire service or paramedic services. Although these are new provisions for the Fire Fighter classifications, these provisions are similar to what was provided for the H-1 Fire Rescue Paramedics. Those H-3 Fire Fighter Paramedics and H-2 Fire Fighters who qualify for these educational incentives would receive an additional \$20 biweekly and those H-33 EMS Captains who qualify would receive \$26.50 biweekly. These Educational Incentive benefits are currently provided to the H-1 and H-2 ranks.

Emergency Medical Technician Pay – H-2 Fire Fighters that are assigned as Emergency Medical Technicians (EMT) would receive an additional eight percent assignment pay for the time of the assignment. Currently, the Fire Department has no plans to implement this provision of the MOU.

Staff Duty Assignment Pay – If an employee is removed from their regular assignments and assigned to special duties, such employees would receive additional compensation at the following rates: (1) H-3 Fire Fighter Paramedic at \$184 biweekly and (2) H-33 EMS Captain at \$206 biweekly. Staff Duty Assignment Pay is currently provided for both the H-2 and H-1 ranks. Therefore, this will not result in a material incremental cost.

Premium Payments – H-3 Fire Fighter Paramedics designated as a preceptor, the person of record overseeing the training, would be paid an additional eight percent

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differential for the hours assigned to perform the preceptor duties. H-20 Lieutenants and H-30 Captains certified by the EMS Medical Director as paramedics would also receive an additional \$26.50 biweekly premium pay for as long as their certification is maintained. Bilingual assignments, which require translations, including sign language, as determined by the Chief of the Fire Department, would receive an additional \$36.00 biweekly. In accordance with the proposed MOU, these premium payments would be considered part of an employee's regular rate of pay for computing an employee's required overtime pay rate and disability payments, but would not be included in the calculation of retirement benefits. These Premium Payments are currently provided to H-1 Fire Rescue Paramedic positions.

Employee Training – The City will provide training for paramedic certification, and for preceptor training, including all fees, costs, licenses or certificates. Such training will be provided during regular hours of work, whenever possible, or if not during an employee's regular hours of work, employees would be compensated at overtime rates.

Currently, the Fire Department estimates that this cost will amount to \$72,000 annually for Instructor's overtime pay. However, no additional overtime costs are expected for personnel in training since class time is scheduled during on-duty hours and H-1 or H-2 personnel in training are not "backfilled" by other Fire Fighters on overtime.

The MOU further states that the City will allocate \$5,000 in FY 1997-98 and \$8,000 in FY 1998-99 for general tuition reimbursement. Each employee can submit a request for reimbursement up to \$250 during each fiscal year.

File 98-559: Bargaining Unit 2

New Classification- The proposed MOU would establish a new classification of H-43, Emergency Medical Services (EMS) Section Chief. Ms. Villagomez indicates that a total of five H-43 EMS Section Chief positions have previously been identified.

Salary - The base salary pay rate for the H-43 EMS Section Chief would be the same as the H-40 Battalion Chief, or currently \$86,809 annually.

Retirement - same provision as above for Bargaining Unit 1.

Educational Incentives - same provision for the first part as above for Bargaining Unit 1. Those H-43 EMS Section Chiefs who qualify for these educational incentives would receive an additional \$31.50 biweekly.

Staff Duty Assignment Pay - If an EMS Section Chief is removed from their regular assignments and assigned to special duties, they would receive additional compensation at the rate of \$260 biweekly.

Employee Training - The City will provide training for paramedic certification, and for preceptor training, including all fees, costs, licenses or certificates. Such training will be provided during regular hours of work, whenever possible, or if not during an employee's regular hours of work, employees would be compensated at overtime rates.

As stated above, the Fire Department estimates that no additional overtime costs are expected since class time is scheduled during on-duty hours and personnel in training are not "backfilled" by other Fire Fighters on overtime.

The MOU further states that the City will allocate \$1,000 in FY 1997-98 and \$2,000 in FY 1998-99 for general tuition reimbursement. Each employee can submit a request for reimbursement up to \$250 during each fiscal year.

- Comments:**
1. In addition to the above fiscal provisions, the proposed MOUs contains additional non-financial provisions related to probationary periods, hours and the definition of seniority.
 2. According to Ms. Villagomez, the General Fund will be the source of funds for the subject increases in costs to the City. As of the writing of this report, the Controller has not issued a cost estimate for the proposed MOU.
 3. As noted above, for Fiscal Year 1998-99, the Fire Department's proposed budget currently includes the conversion of 24 H-2 Fire Fighter positions to H-3 Fire Fighter Paramedic positions for twelve months and the conversion of 21 H-1 Fire Rescue Paramedic positions to H-3 Fire Fighter Paramedic positions for six months. The Budget Analyst estimates that the incremental cost of this budget request, which has not yet been approved by the Mayor or submitted to the Board of Supervisors, would be approximately \$273,000. In addition, there could be some impact on overtime spending, but the increased cost would likely not exceed \$15,000 for Fiscal Year 1998-99.
 4. Also as noted above, the Fire Department eventually intends to replace all 152 existing H-1 Fire Rescue Paramedic positions with H-3 Fire Fighter Paramedic positions. In addition, the Fire Department intends to replace 106 existing H-2 Fire Fighter positions assigned to Engine Companies throughout the City with H-3 Fire Fighter Paramedic positions. The increased cost of this change in personnel assignment, when fully implemented, will be an incremental cost of approximately \$1,550,000 annually at current rates of pay and current fringe benefit levels. The Fire Department intends to phase in this reassignment of personnel over approximately the next five years. In addition to the incremental cost of \$1,550,000 annually, there will be increased overtime pay, which cannot be estimated at this time, due to higher salary levels, and increased training costs of approximately \$72,000 annually for Instructors.

Recommendation: Approval of the proposed ordinances is a policy matter for the Board of Supervisors.

City and County of San Francisco

San Francisco City and County
Employees' Retirement System

TO: MATT SNYDERMAN
3 PAGES

April 24, 1998

TO: Matt Snyderman, Budget Analyst

FROM: Kieran Murphy, Actuary *Km*

RE: Files 98-558 and 98-559

After looking at the draft report you sent and the retirement-related portion of the MOU (attached), I believe the proposed ordinances should have no significant impact on City retirement costs.

There are a few qualifications to that statement:

- the proposed Charter Amendment would have a significant impact on City retirement costs if it were to pass (the retirement cost would probably be around \$6 million expressed as a lump sum, though that figure needs to be updated); however, the Charter Amendment is not something new added by these MOUs, it is part of an agreement made some time ago (with SEIU) and reaffirmed here; in addition, it still has to be passed by the voters
- it was assumed that the sections dealing with special pay (EMT Pay, Staff Duty Assignment Pay, Premium Pay, etc.) all contain the usual clause excluding that pay from retirement calculations; this has been a standard feature of pay-related MOUs for several years
- in so far as salary is increased for any member, retirement costs increase, so the 15.5% increase in salary for H-2 employees transferring to H-3 status will have some effect; however, it will be part of the usual fringe benefit increase associated with a salary increase.

Finally, the Retirement System is very well funded. The City has not had

to pay any employer retirement contributions for nearly two years and we expect that to continue for many years into the future - barring severe shortfalls in our investment returns. The above proposed ordinances certainly will not change that.

Please call if you have any questions.

Item 12 - File 101-97-24

Note: This item was continued by the Finance Committee at its meeting of April 15, 1998, with the Controller and the Mayor's Office to provide an updated expenditure report on the status on Fire Department overtime.

Department: Fire Department

Item: Hearing to consider (a) why the Fire Department has already expended its entire Fiscal Year 1997-98 budget for overtime, and (b) what steps the Fire Department is taking to curb abuses of overtime and disability pay.

Description:

1. The Budget Analyst has reviewed recent Fire Department expenditure projections provided by the Controller. Based on this review, we estimate the following potential outcomes:
 - Based on their average rate of spending through the first 20 pay periods of the current Fiscal Year, the Fire Department is projected to overspend their revised budget for all salaries and fringe benefits (including overtime) by approximately \$2.6 million. However, the Budget Analyst notes that the Fire Department's rate of spending has decreased during the past twelve pay periods.
 - If the Fire Department spends at the same rate as the latest pay period, the Fire Department would overspend their revised budget for salaries and fringe benefits by approximately \$980,000, indicating that the current rate of spending is significantly less than the expenditure rate during the first half of the Fiscal Year.
 - If the Fire Department spends at the rate the Department itself has specified in their current spending plan, the Fire Department will overspend their current budget for salaries and fringe benefits by \$500,000 (see Comment No. 3).
2. The Budget Analyst has reviewed the Fire Department's latest report on average daily overtime shifts in Suppression Units and absenteeism factors that contribute to such overtime. During the first eight pay periods of the current Fiscal Year, the Fire Department averaged 27.2 overtime shifts per day. This average declined to 10.2 overtime shifts per day for the last twelve pay periods, a decrease of 62.5%. Additionally, the Fire Department notes that, on November 8, 1997, the Department assumed fire protection responsibility for Treasure Island, necessitating six overtime shifts per day for the increased suppression responsibility.

BOARD OF SUPERVISORS

BUDGET ANALYST

The average of 10.2 overtime shifts per day includes the six overtime shifts caused by the new Treasure Island responsibilities.

The primary contributing factor to this decline in overtime shifts for the past twelve pay periods has been an increase in total staffing, due to the assignment of new Firefighters to suppression duty after completion of their training in November, 1997 and a reduction in Disability Pay which averaged 27.4 shifts per day during the first eight pay periods of the Fiscal Year, but has declined to an average of 16 shifts per day for the last twelve pay periods, a decrease of 41.6 percent.

Comments:

1. Although the Fire Department has reduced its spending for overtime pay somewhat in the last twelve pay periods, as noted above, it still appears likely that the Department will require a second supplemental appropriation during the current fiscal year of an estimated \$980,000, based on the Controller's current projections of spending for salaries and fringe benefits (including overtime), unless significant budgetary savings can be realized in other non-salary related objects of expenditure.

2. As previously reported, the Fire Department's General Fund overtime budget for Fiscal Year 1997-98, as approved by the Board of Supervisors, was \$2,446,649. The Department's expenditures for overtime exceeded the authorized overtime budget through the first 6.9 pay periods out of the entire 26.1 pay periods for Fiscal Year 1997-98. Therefore, in November of 1997, the Board of Supervisors approved another \$2,000,000 for the Fire Department in addition to its authorized overtime budget of \$2,446,649, for a total appropriation to date of \$4,446,649.

3. In addition to the \$4,446,249 already approved for overtime, we estimate that the Fire Department will spend at least another \$1,500,000 for overtime in Fiscal Year 1997-98. However, the Fire Department expects to underspend its budget in its other salaries and fringe benefit accounts to substantially offset the overexpenditure in its overtime budget. If the Fire Department spends at the rate the Department itself has specified in their current spending plan for all personnel expenditures (not just overtime), the Fire Department will overspend their current budget for salaries and fringe benefits by \$500,000. According to Matthew Hymel, the Mayor's Director of Finance, the Fire Department will realize sufficient savings in accounts other than salaries and fringe benefits (such as contractual services and services of other departments) to offset the \$500,000 deficit in salaries and fringe benefits. Therefore, according to Mr. Hymel, the Fire Department

Memo to the Finance Committee
April 29, 1998 Finance Committee Meeting

will not require a supplemental appropriation for Fiscal Year 1997-98, despite the fact that we estimate the Fire Department will overexpend its originally authorized FY 1997-98 overtime budget of \$2,446,649 by \$3,500,000 million (\$2,000,000 for a previously authorized supplemental and an estimated \$1,500,000 needed for additional overtime expenses).

Item 13 - File 98-347

Item: Hearing to address the issue of overtime spending and potential abuse within various City Departments. This report addresses overtime spending by the Fire Department, the Police Department and the Sheriff's Department.

Description: 1. **Fire Department** – See item 12, File 101-97-24 for a separate report on the Fire Department's overtime spending.

2. **Police Department** – During the Finance Committee's review of the FY 1997-98 budget as recommended by the Mayor, the Budget Analyst reported that, based on historical spending levels, the Police Department's overtime budget appeared to be underfunded by as much as \$2.6 million.

The Controller's most recent Police Department expenditure projections are summarized as follows:

- The Controller's projections estimate that the Police Department's Fiscal Year 1997-98 General Fund overtime budget of \$11,396,302 will be exceeded by approximately \$2.0 to \$2.1 million, based on actual payroll data as of April 3, 1998.
- Based on their average rate of spending through the first 20 pay periods of the current Fiscal Year, the Police Department is projected to underspend their revised budget for all salary and fringe benefit accounts, including overtime, by approximately \$1.1 to \$1.8 million, resulting in a yearend surplus, despite the overexpenditure for overtime described above. This surplus resulted largely from additional salary savings from delayed hiring of new employees.

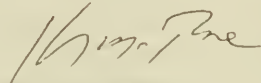
The Chief of Police has informed the Budget Analyst that he will be submitting a separate memorandum concerning overtime spending during the current 1997-98 Fiscal Year directly to the Finance Committee prior to its meeting of April 29, 1998.

3. **Sheriff's Department** – The Controller's most recent Sheriff Department expenditure projections are summarized as follows:

- The Controller's projections estimate that the Sheriff's Department's Fiscal Year 1997-98 General Fund overtime budget of \$2,096,530 will be exceeded by approximately \$700,000 to \$860,000, based on actual payroll data as of April 3, 1998.

- Based on their average rate of spending through the first 20 pay periods of the current Fiscal Year, the Sheriff's Department is projected to underspend their revised budget for all salary and fringe benefit accounts, including overtime, by approximately \$2.2 to \$2.7 million, resulting in a yearend surplus, despite the overexpenditure for overtime described above. This surplus resulted largely from the realization of additional salary savings due to delayed hiring of new, entry level Deputy Sheriffs.

Attachment 1 to this report is a memorandum from the Sheriff concerning overtime spending during the current 1997-98 Fiscal Year.

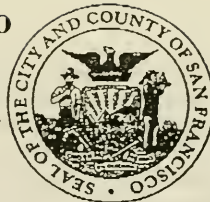


Harvey M. Rose

cc: Supervisor Teng
President Kaufman
Supervisor Newsom
Supervisor Ammiano
Supervisor Bierman
Supervisor Brown
Supervisor Katz
Supervisor Leno
Supervisor Medina
Supervisor Yaki
Supervisor Yee
Clerk of the Board
Controller
Gail Feldman
Matthew Hymel
Stephen Kawa
Ted Lakey

City and County of San Francisco

OFFICE OF THE SHERIFF

Michael Hennessey
SHERIFF

(415) 554-7225

April 24, 1998

Reference: A/C 98-068

Mr. Ken Bruce

Budget Analyst Office

Board of Supervisors

Fox Plaza, 10th Floor

San Francisco, CA 94102

Dear Mr. Bruce:

The Sheriff's Department has a projected deficit in its overtime allotment for fiscal year 1997-98 primarily due to an inability to find suitable candidates to fill entry-level vacancies. The department started the fiscal year with 71 vacancies at the entry-level. For many reasons, beyond the department's control, we were unable to hire entry level employees until January 1998. Even now, after 2 entry-level hirings, the department has over 48 vacant positions at the entry-level. This number may increase before the end of the fiscal year due to personnel in the Sheriff's Department resigning to take positions in other law enforcement agencies.

Due to the high rate of vacancies at the entry-level, the jails and courts have been operating at about 84% of their authorized staff levels. This has resulted in a continual high use of overtime in order to staff the jails and courts at minimum staffing levels. It should be noted that minimum staffing levels set at each jail facility reflect the very least amount of posts necessary to comply with Title 15 requirements such as minimum laundry exchange, minimum visiting hours, minimum recreations hours, etc. When staffed at their authorized levels, the jail facilities can generally meet all minimum requirements and adequately cover emergency hospital runs, random shake downs for contraband, escorts required by court order, and assist the Police Department with special events, with reduced reliance on overtime.

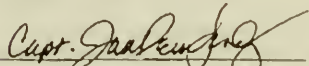
The jail facilities and the courts are internally allocated 84% of the total overtime approved in the Sheriff's budget. The balance of overtime is allocated to Jail Alternative Programs, Central Warrants, Investigations, Backgrounds, the Emergency Response Team, and Training. It should be noted that the jails and courts have expended 120% of their internal department overtime allotment.

The department keeps very detailed records of overtime usage. Based on these records, of the total overtime funds allotted to the jail facilities and the courts, 75% of the overtime used to date has been necessary to provide minimum staffing levels on all watches. 11% of the overtime used to date has been necessary to provide security at the McAllister Street Court building. Although new positions were approved through a supplemental requested by the Trial Courts, we have been unable to fill the new positions. The remaining 14% of overtime used to date has been used for emergency hospital runs, securing prisoners off-ward, providing adequate transportation officers to meet daily transportation requirements, security shake downs, FRET operations, vice sweeps, compliance with court ordered prisoner escorts, and general administrative duties.

Since the department has a high rate of vacancies at the entry level, surpluses are being generated in both the Permanent Salary account and the Fringe Benefits account. These surpluses will exceed the projected deficit spending in the overtime account. For this reason, it is projected the department will end the fiscal year with an overall surplus in the salary accounts.

I hope this information provides clarity as to what factors are creating the projected deficit in the overtime account. If you require additional information, please contact me at 554-7217.

Sincerely,



JAN DEMPSEY, CAPTAIN

Administrative Operations

